

# Biosafety Level 2 Laboratory Audit

Principal Investigator: \_\_\_\_\_

Building: \_\_\_\_\_

Room #: \_\_\_\_\_

Auditor: \_\_\_\_\_

Date: \_\_\_\_\_

Materials \_\_\_\_\_

	Satisfactory	Needs Improvement	N/A
<b>Laboratory Facilities &amp; Safety Equipment</b>			
1. Exterior doors are self-closing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Exterior doors have locks to secure when unoccupied.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Sink present for hand washing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Soap is present at hand washing sink.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Paper towels are present at hand washing sink.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Floor surfaces facilitate regular cleaning and decontamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Carpet or rugs are not present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Bench tops are non-porous.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Chairs are covered with non-porous material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Exterior laboratory windows are fitted with screens or cannot be opened.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Biosafety cabinet is present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Biosafety cabinet is located away from doors, windows that open, and heavily traveled areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Biosafety cabinet has an up-to-date annual certification label or report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Biosafety cabinet is routinely decontaminated with appropriate chemical disinfectant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Biosafety cabinet is free of clutter disrupting protective airflow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Gas line connected to a biosafety cabinet has a shut-off valve installed external to the cabinet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. A leak-proof, lidded, and labeled biohazard container is present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Biohazard container is properly labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Biohazard container is lidded when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. A Sharps Disposal Container is present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Vacuum lines are protected with traps/overflows.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Vacuum traps/overflows contain an appropriate amount of chemical disinfectant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Vacuum traps/overflows are placed in secondary containment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Vacuum source is appropriately protected from aerosols.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Safety cups or o-ringed tubes are present to centrifuge potentially infectious material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. An autoclave is available in the building where biohazardous "redbag" waste is generated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Emergency Equipment</b>			
1. Eyewash is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Eyewash is unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Eyewash is functional.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Eyewash is tested weekly and documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Tools (broom, dustpan, tongs, forceps) to pick up broken glass are readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Satisfactory	Needs Improvement	N/A
<b>Personal Protective Equipment</b>			
1. Dedicated lab coats are present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Lab coats are worn.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Lab coats are routinely decontaminated (i.e. autoclaved, laundered on site with bleach or by a commercial service).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Eye and full face protection is present for use when aerosols are generated outside a biosafety cabinet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Disposable gloves are worn.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Disposable gloves are not reused.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Disposable gloves are not worn outside the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Respirator users have received approval, training, and fit-testing from the Division of Safety and Compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Standard Microbiological Practices</b>			
1. Access to the laboratory is controlled by closing doors while work is ongoing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Hands are washed after removing gloves when working with potentially hazardous material and before leaving the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Eating, drinking, and storing food for human consumption is not permitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Handling contact lenses and applying cosmetics is not permitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Mouth pipetting is not permitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Mechanical pipets are present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Sharps are disposed of in an appropriate Sharps Disposal Container.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Only Sharps are deposited in Sharps Disposal Containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Needles are not bent, sheared, broken, recapped, removed from disposable syringes, or otherwise manipulated by hand before	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Non-disposable sharps are transported in a hard walled container to be decontaminated by autoclave or other acceptable method.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Plastic-ware is substituted for glassware when possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. All procedures are performed to minimize the creation of splashes and/or aerosols.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Work surfaces and equipment are decontaminated with appropriate disinfectant for agents used after completion of work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Spills and splashes of potentially infectious material are decontaminated with appropriate disinfectant for agents used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Spills and splashes of potentially infectious material are decontaminated with proper concentration and contact time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Biological material is secured in labeled, leak-proof, secondary containment for transport between labs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. A sign displaying the international biohazard symbol is posted on the entrance to the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. An effective pest management program is in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Satisfactory	Needs Improvement	N/A
<b>Special Practices</b>			
1. A Lab Safety Plan supplemented with biosafety level 2 information is present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Biosafety Level 2 supplement in the Lab Safety Plan is complete.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All persons entering the laboratory are advised of the potential hazards and meet specific entry/exit requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. If required to offer immunizations for agents, a declination or request statement is on file and in a secure location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Personnel are trained on proper procedures to clean up a spill of potentially infectious materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Personnel are trained on proper procedures of exposure incidents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Annual lab specific training, updates or additional training when procedural or policy changes occur is documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. A method for decontaminating all biological waste is available (e.g. autoclave, chemical disinfection, incineration, or approved service).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Equipment is decontaminated prior to repair, maintenance, or removal from the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Animals and plants not associated with the work are not permitted in the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. A biosafety cabinet or other physical device is being used to manipulate infectious materials that may generate an aerosol.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Human Materials</b>			
1. PI has offered the employees the Hepatitis B vaccination series at no cost.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Signed declination or request statements for Hepatitis B are on file and in a secure location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. A current Exposure Control Plan is present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Biotoxins</b>			
1. An inventory is in place for risk group 2 toxins.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. A "Toxins in Use-Authorized Personnel Only" sign is present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. A "Toxin in Use-Authorized Personnel Only" sign is posted when work is ongoing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Environmental controls such as a fume hood, biosafety cabinet, or glove box are used to manipulate dry toxin.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Specific toxin training has been completed and documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Risk Group 2 Material Storage</b>			
1. Samples are stored in a secure location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Samples are properly labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Doors are signed with an international biohazard symbol.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Risk Group 2 material is segregated from other materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Risk Group 2 material are labeled or coded for content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Risk Group 2 material display the international biohazard symbol.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Frozen samples are stored in tubes/vials/containers with gaskets or other appropriate seal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Sample tubes/vials are decontaminated prior to storage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. An inventory mechanism is in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>