**EH&S Biological Safety**

PI:

Lab Contact:

Room(s):

Inspected by:

Date:

Agents:

### Biological Safety Level 1 (BSL-1) Inspection Checklist

*References*:

[UW Biosafety Manual](https://www.ehs.washington.edu/resource/biosafety-manual-4)

[CDC/NIH Biosafety in Microbiological and Biomedical Laboratories (BMBL)](https://www.cdc.gov/labs/BMBL.html)

[NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules](https://osp.od.nih.gov/wp-content/uploads/2019_NIH_Guidelines.htm)

| **REQUIREMENT** | **YES** | **NO** | **N/A** | **NOTES** |
| --- | --- | --- | --- | --- |
| The lab has a door to restrict access. | [ ]  | [ ]  | [ ]  |       |
| The [Caution Sign for Hazards](https://www.ehs.washington.edu/research-lab/caution-sign-hazards) displays a biohazard symbol. | [ ]  | [ ]  | [ ]  |       |
| [Exposure Response Poster](https://www.ehs.washington.edu/system/files/resources/exposure-response-poster.pdf) is in lab; lab staff is aware of proper procedures. | [ ]  | [ ]  | [ ]  |       |
| Biohazard [spill procedures](https://www.ehs.washington.edu/system/files/resources/spill-response-poster.pdf) are in place, [posted](https://www.ehs.washington.edu/system/files/resources/spill-response-poster.pdf) in lab areas, and lab staff is trained. | [ ]  | [ ]  | [ ]  |       |
| Each lab contains a sink for hand washing. | [ ]  | [ ]  | [ ]  |       |
| Personnel wash their hands after handling biohazardous materials or animals and before exiting the laboratory. Hand soap and paper towels are available at the sink. | [ ]  | [ ]  | [ ]  |       |
| An eye wash is readily available (10 seconds/50ft, unobstructed) and flushed weekly with documentation. | [ ]  | [ ]  | [ ]  |       |
| Benchtops are impervious to water; lab furniture is sturdy. Chairs are covered with non-fabric material; no rugs or carpets. The lab is designed so it can be easily cleaned, and spaces are accessible for cleaning. | [ ]  | [ ]  | [ ]  |       |
| Work areas are free from clutter and are cleaned regularly. | [ ]  | [ ]  | [ ]  |       |
| Lighting is adequate for all activities. | [ ]  | [ ]  | [ ]  |       |
| Lab adheres to [UW hallway/corridor policy.](https://www.ehs.washington.edu/resource/corridor-policy-focus-sheet-209) | [ ]  | [ ]  | [ ]  |       |
| If the lab has windows that open, they are fitted with fly screens. | [ ]  | [ ]  | [ ]  |       |
| No food or drinks consumed or stored in the lab. Smoking, chewing gum, handling contacts, applying cosmetics is not allowed in lab. | [ ]  | [ ]  | [ ]  |       |
| Plants or animals that are not associated with research are not present in the lab. | [ ]  | [ ]  | [ ]  |       |
| Personnel wear clothing that covers the skin on legs (long pants or skirts) and closed-toe shoes. Long hair is tied back so that it cannot contact hands, specimens, containers or equipment. | [ ]  | [ ]  | [ ]  |       |
| [Appropriate PPE](https://www.ehs.washington.edu/workplace/personal-protective-equipment-ppe) (personal protective equipment) is readily available and is worn when handling biohazards. BSL-1 PPE to include lab coats, gloves and safety glasses. Lab coats are laundered regularly and if contaminated. [No PPE is worn in the halls.](https://www.ehs.washington.edu/system/files/resources/no-ppe-outside-lab-poster.pdf) | [ ]  | [ ]  | [ ]  |       |
| Work surfaces are [decontaminated](http://www.ehs.washington.edu/biological/biological-research-safety#decon) once a day (following work) and after any spill of viable material. | [ ]  | [ ]  | [ ]  |       |
| Liquid biohazardous waste is appropriately decontaminated prior to disposal. | [ ]  | [ ]  | [ ]  |       |
| A biohazard sticker is present on equipment used with biohazardous agents requiring greater than BSL-1. | [ ]  | [ ]  | [ ]  |       |
| Policies for the [safe handling](https://www.ehs.washington.edu/resource/sharps-safety-research-578) and disposal of [sharps](https://www.ehs.washington.edu/biological/sharps-and-laboratory-glass) are in place. | [ ]  | [ ]  | [ ]  |       |
| Solid [biohazardous waste](https://www.ehs.washington.edu/biological/biohazardous-waste) is packaged in appropriate biohazard bags and waste bins. | [ ]  | [ ]  | [ ]  |       |
| Biohazardous [lab glass and plastic](https://www.ehs.washington.edu/system/files/resources/packaging-sharps-poster.pdf) is packaged to prevent punctures. | [ ]  | [ ]  | [ ]  |       |
| Waste is appropriately managed and safely stored in the lab. | [ ]  | [ ]  | [ ]  |       |
| Solid biohazardous waste and sharps waste are autoclaved prior to disposal. | [ ]  | [ ]  | [ ]  |       |
| Biohazardous waste is [autoclaved](https://www.ehs.washington.edu/biological/biohazardous-waste#autoclave) on-site by the lab. If so, are monitoring requirements in place?* Autoclave tape used for each load
* Approved chemical integrator used with each load
* Monthly biological indicator and positive control are used
* Temperature of each load is recorded in log book
* Autoclave SOP is in place
* Safety equipment is available (i.e., heat-resistant gloves)
 | [ ]  | [ ]  | [ ]  |       |
| Biohazardous waste is transported to an [autoclave cost center](https://www.ehs.washington.edu/biological/biohazardous-waste#autocost) for decontamination. | [ ]  | [ ]  | [ ]  |       |
| Biohazardous waste is [shipped off-site](https://www.ehs.washington.edu/biological/biohazardous-waste#shipbiowaste) for decontamination. If so, are the following in place:* Triple packaging
* Correct liner bag and shipping labels
* Sharps packaged separately
* Shipping Regulated Medical Waste SOP in place
* Shipping RMW training current
 | [ ]  | [ ]  | [ ]  |       |
| Potentially infectious material and biohazardous waste is [transported](https://www.ehs.washington.edu/biological/biohazardous-waste#transport) in a leak-proof secondary container. | [ ]  | [ ]  | [ ]  |       |
| All procedures are performed carefully to minimize the creation of aerosols.  | [ ]  | [ ]  | [ ]  |       |
| A process for inventory control is in place; stocks/cultures are documented and labeled. | [ ]  | [ ]  | [ ]  |       |
| The lab has documented [training records:](https://training.ehs.washington.edu/mytraining/index.php) Biosafety / BBP / Shipping Biohazardous Waste (if required). | [ ]  | [ ]  | [ ]  |       |
| Lab-specific training about the specific hazards present in the lab is provided to lab personnel and documented. All staff and visitors are trained prior to exposure to lab hazards. | [ ]  | [ ]  | [ ]  |       |
| A current [UW Biosafety Manual](https://www.ehs.washington.edu/resource/biosafety-manual-4) is accessible in the lab (electronic on lab computer or printed copy). | [ ]  | [ ]  | [ ]  |       |
| PI or lab manager reviews [BUA letters](https://www.ehs.washington.edu/biological/biological-research-safety) with lab personnel, and a copy is available for reference. | [ ]  | [ ]  | [ ]  |       |