

Research and Occupational Safety  
**Biological Safety Level 1 (BSL-1) Inspection Checklist**

PI:
Lab Contact:
Room(s):
Inspected by:
Date:
Agents:

References:

- [CDC/NIH Biosafety in Microbiological and Biomedical Laboratories \(BMBL\)](#)
- [NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules](#)
- [UW Biosafety Manual](#)

Hazard Communication				Notes
<a href="#">Exposure Response Poster</a> is in lab; lab staff is aware of proper procedures.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
Facility				
Access to the lab is limited or restricted at the discretion of the Principal Investigator when experiments are in progress.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
The lab is designed so that it can be easily cleaned (no rugs or carpet, well organized, uncluttered).	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
Bench tops are impervious to water; chairs are covered with non-fabric material.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
Lab furniture is sturdy; spaces between benches, cabinets, and equipment are accessible for cleaning.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
Each lab contains a sink for hand washing.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
If the lab has windows that open, they are fitted with fly screens.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
An insect and rodent control program is in effect.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
Exposure Control				
Smoking, chewing gum, handling contacts, applying cosmetics is not allowed in lab. No food or drinks consumed or stored in the lab.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
<a href="#">Appropriate PPE</a> (personal protective equipment) is readily available.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	

Persons wash their hands after handling materials involving organisms containing recombinant DNA molecules and animals and before exiting the laboratory.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
Work surfaces are <a href="#">decontaminated</a> once a day and after any spill of viable material.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
Potentially infectious material is <a href="#">autoclaved</a> or otherwise <a href="#">decontaminated</a> prior to disposal.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
<a href="#">Autoclaves</a> biohazardous waste on-site prior to disposal following regulations? (site-specific SOP, biological indicator, Thermalog-S or Steriscan chemical integrator, autoclave log, and user training records) Note if Lab Services or other <a href="#">autoclave cost center</a> is used.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	Autoclave Bldg/Room: Person responsible: Email/phone:
If <a href="#">shipping biohazardous waste</a> : Are inner packages closed and placed in container with liner bag (triple packaging)? Are sharps containers packaged separately?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
Potentially infectious material is <a href="#">transported</a> in a leak-proof secondary container.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
All procedures are performed carefully to minimize the creation of aerosols.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
Mechanical pipetting devices are used; mouth pipetting is prohibited.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
Biohazard <a href="#">spill procedures</a> are in place and lab staff is trained.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
Policies for the <a href="#">safe handling</a> and disposal of <a href="#">sharps</a> are in place.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
<b>Administrative Controls</b>				
Documented <a href="#">training records</a> : Biosafety / Shipping Biohazardous Waste (if required)	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
Current <a href="#">UW Biosafety Manual</a> is accessible to staff in lab (desktop icon or print copy).	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
Process for inventory control is in place; stocks/cultures are documented and labeled.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
PI and Lab Manager review <a href="#">BUA letters</a> with lab staff. Copy is available for staff reference.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	