

Research and Occupational Safety
Biological Toxin Checklist

PI:
Lab Contact:
Survey by:
Date:
Toxins:
Location:

References:

[Appendix I of CDC/NIH Biosafety in Microbiological and Biomedical Laboratories \(BMBL\)](#)
[UW Laboratory Safety Manual](#)
[Toxins of Biological Origin, Safe Working Practices](#) and [template SOP](#)

Notes

Select Toxins are registered with EH&S. If quantities exceed permissible amounts , PI must enroll in the Select Agent Program . Submit DURC application for botox use.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
The UW Select Toxin Transfer Due Diligence Form is submitted to EH&S for transfer of Select Toxins in any amount.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
Exposure Response Poster is in lab; staff is aware of exposure and first aid procedures.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
A current UW Laboratory Safety Manual is in the laboratory.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
A lab-specific SOP is in place for each toxin (template SOP available).	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
Documented training records are maintained for toxin-specific SOPs.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
MyChem used to document toxin inventory.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
Toxins are stored in a secure location and transported in secondary containment.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
Work with toxin is performed in designated areas with proper signage (specify locations).	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
If the powdered form of toxin is used, is it used in a biosafety cabinet or fume hood?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
Appropriate PPE is used: lab coat, gloves, eye/face protection, and respirator if needed.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
Engineering controls are used (centrifuge aerosol containment, HEPA filters on vacuum).	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
If sharps are used, procedures are in place for safe handling of sharps .	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
Is toxin administered to animals? If so, will animals be restrained?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
Work surfaces are decontaminated after work (specify decontaminant).	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
Appropriate chemical and/or physical inactivation methods are used prior to disposal.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	
Spill clean-up materials are available and lab staff is trained.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA	