

Building/Room# _____		PI/Contact _____	Date _____		
Item	Description	Y	N	N/A	
A	General Lab Safety				
1	Biohazard signs properly posted?				
2	Radiation signs properly posted?				
3	Do lab personnel know MSDS location? MSDS Available				
4	Do lab personnel know location of safety plan?				
B	Personal Protection				
1	Is protective clothing available and worn?				
2	Are latex/nitrile gloves available and worn?				
3	Is eye protection available and worn?				
4	Respirators Used or required?				
C	Housekeeping				
1	Are aisles free of slip, trip, and fall hazards?				
2	Are bench tops free of excess storage?				
3	Bench tops and liners free of visible contamination?				
D	Work Practices				
1	Are food and drink never stored or consumed in lab?				
2	Are handling contact lenses and applying cosmetics done in the lab?				
3	Is proper lab attire worn? (no shorts, open-toed shoes, loose hair)				
4	Is mouth pipetting prohibited?				
5	Are work surfaces decontaminated on completion of work or at the end of the day and after any spill or splash?				
6	Disinfectant used (appropriate to agent?)				
7	Are procedures performed carefully to minimize the creation of splashing and aerosols?				
8	Are ignition sources prohibited where flammable chemicals are used?				
9	Are pulleys, belts and other moving parts properly guarded?				
10	Are closed systems under heat or pressure contained behind a blast shield or in a fume hood with the sash lowered?				
11	Are Dewar flasks and cold traps wrapped with screens, friction tape, or a metal jacket?				
E	Compressed Gases/DI Bottles				
1	Cylinders Upright/Secured? Good Condition?				
2	Are main valves closed and the pressure in regulators released? (When not in use)				
3	Are flammable gases present only where there is ongoing use?				
4	Are flammable gases separated from oxidizing agents?				
F	Facilities				
1	Are hand sinks available? Towels and soap present?				
2	Laboratory floors easily cleaned? Carpets and rugs are inappropriate				
3	Bench tops impervious to water and are resistant to moderate heat and disinfectants?				

Item	Description	Y	N	N/A
4	Is lab furniture capable of supporting anticipated loading and uses. Spaces between benches, cabinets, and equipment accessible for cleaning?			
5	Chairs covered with easily cleaned (non-fabric) material?			
6	Are vacuum lines equipped with traps?			
G	Special Procedures for Carcinogens, Teratogens, and Other Highly Toxic Chemicals			
1	Are designated work areas for these compounds present and labeled?			
2	Have adequate written procedures been created for the use of these compounds?			
H	Emergency Equipment/Fire Safety			
1	Are safety showers/eyewashes clearly visible and unobstructed?			
2	Does lab staff know the location of emergency equipment?			
3	Are exits and means of egress unlocked and unobstructed?			
4	Is an eighteen inch vertical clearance maintained from sprinkler heads?			
I	Electrical Hazards			
1	Are electrical cords and plugs intact; not damaged or frayed?			
2	Are electrical cords free of tape splices or repairs?			
3	No more than one item plugged into an individual receptacle?			
4	Are extension cords used on a temporary basis only, not as a permanent source of electricity?			
5	Are grounded or polarized plugs unaltered?			
J	Waste			
1	Are all cultures, stocks, and other regulated wastes are decontaminated before disposal by an approved decontamination method (i.e. autoclaving, chemical?)			
2	Are materials to be decontaminated outside of the immediate laboratory placed in a durable, leak proof container and closed for transport?			
3	Does the lab use an autoclave? Location?			
4	Is broken glass/glass waste segregated from regular trash?			
5	Are only needles and other sharps disposed of in a sharps container?			
6	Are sharps containers overfilled?			
K	Hazardous Waste Compliance			
1	Are waste containers labeled using content of the waste with complete chemical name?			
2	Are waste containers in good condition and kept closed except when adding waste?			
3	Is chemical waste disposed down the sink or in regular waste bins?			
4	Are wastes properly segregated?			
5	Are lab waste accumulation areas belonging to the PI located near generation point and is the waste under the control of the laboratory personnel that generated the waste?			

Item	Description	Y	N	N/A
L	Hoods			
1	Are fume hoods tagged with annual inspection date?			
2	Are fume hoods used for volatile, flammable, and gaseous hazards?			
3	Are fume hoods free of excess storage?			
4	Are large pieces of equipment raised to allow air flow?			
5	Are procedures conducted at least 6" inside fume hood?			
6	Is there a visual indicator of fume hood flow?			
7	Is the fume hood sash lowered to optimum setting?			
8	Are perchloric acid fume hoods utilized when req'd?			
9	Are BSC I/II used?			
10	Are BSC I/II used with non-hazardous material?			
11	In BSC is volatile gaseous hazard use limited?			
12	Are cabinets/hoods tagged with annual inspection date?			
13	Are laminar flow hoods used properly?			
M	Chemical handling and Storage Safety			
1	Are chemical containers in good condition? Are labels present and legible?			
2	Are all chemicals color-coded and segregated by hazard class?			
3	When present, are acids and bases stored on separate shelves or cabinets?			
4	Chemical names on primary and secondary containers?			
5	Is solvent usage limited to the fume hood?			
6	When present, are hydrofluoric, nitric, and perchloric acids stored properly? (secondary container)			
7	Are hydrofluoric (HF) safety procedures posted and observed? Is fresh calcium gluconate gel available?			
8	Are procedures involving heated perchloric acid prohibited except in a perchloric acid hood?			
9	Is picric acid stored hydrated at all times? Is an appropriate usage log maintained?			
10	Are all flammable chemicals stored in approved flammable chemical storage cabinets?			
11	Flammable liquids are not stored in conventional refrigerators?			
12	Is the total flammable chemical storage limited to 8gal/100 ft ² for			
13	sprinkled areas and 4gal/100ft ² for unsprinkled areas?			
14	Are chemicals stored away from heat and intense light sources?			
15	Are large chemical containers stored near the floor?			
16	Are bottle carriers and/or transportation carts utilized when moving chemicals from one room to another?			
17	Are peroxide and peroxide-forming compounds labeled with receipt date and/or expiration date?			

For Biosafety Level 2, the lab must met the criteria of sections A-M for Biosafety Level 1 and the following Biosafety Level 2 criteria				
Item	Description	Y	N	N/A
BSL 2	Biosafety Level 2 lab checklist			
1	Does the lab have proper biohazard signs posted on all outside doors to work area?			
2	Lockable door provided for facilities that house restricted agents?			
3	Does TTU custodial services staff enter laboratory to remove trash and/or clean?			
4	Access to laboratory is limited when experiments are in progress?			
5	Does hand washing occur after handling viable material and before leaving the lab?			
6	If staff are potentially exposed to blood or bodily fluid, Bloodborne Pathogen Training is required. Have all lab workers had this training?			
7	Are proficiency levels of lab workers checked? How?			
8	Is there a medical surveillance program in place?			
9	Does the lab have access to a copy of the CDC's most current edition of <i>Biosafety in Microbiological and Biomedical Laboratories</i> ?			
10	Does the lab have access to a copy of the NIH's most current edition of Guidelines for Research Involving Recombinant DNA Molecules?			
11	Are there written laboratory procedures?			
12	Is there a written Emergency Plan for this lab?			
13	Is there a laboratory-specific biosafety manual?			
14	Does lab equipment (refrigerator, incubator, cold rooms, freezers, storage cabinets, and biosafety cabinets) have proper biohazard signage?			
15	Are there labeled non-sharp biological waste containers available?			
16	Are there liquid biological waste disposal procedures in place?			
17	Are the pathological waste procedures in place?			
18	Is the biological safety cabinet located away from doors and heavily traveled areas, and other disruptive equipment so as to maintain cabinets airflow?			
19	Is first aid kit available and stocked?			
20	Is there disinfectant/absorbent materials available for spills? (spill kit)			
21	Are emergency phone numbers easily accessible?			
22	Is there routine decontamination of equipment? (Is there a log?)			
23	Is equipment decontaminated after a splash or spill?			
24	Are lab coats/protective clothing worn while working in laboratory?			
25	Is eye/face protection used for potential splashes or sprays when outside the BSC?			
26	Are gloves worn when hands by contact potentially infectious materials, contaminated surfaces, or equipment?			