

Biological Safety Survey

Dept. & Room: _____ Date: _____

PI: _____

This is the checklist that EHS uses for their annual survey. The purpose of this survey is to identify unsafe conditions and/or behaviors in laboratories where biological hazards are present. Please refer to the Chemical Safety Survey to evaluate chemical and physical hazards. Laboratory personnel are encouraged to utilize this survey to evaluate their work area(s) on a regular basis. Safe science is smart science.

Critical	Critical finding: a safety departure that can result in personnel injury or exposure and/or environmental contamination. Non-critical findings that continue unaddressed or are found to be excessive within a work area and thus present more than a moderate hazard will be elevated to a critical finding. These findings are required to be corrected onsite but no longer than 24hrs.
Non-Critical	Non-critical finding: a safety departure that presents a moderate hazard; are generally indicative of inadequate safe work practice(s). These findings should be corrected as soon as possible, but no longer than 30 calendar days.
Admin	Administrative safety departure: Indicates the lack of, or deficiency in, written safety policies, rules, supervision, schedules, and/or training with the goal of reducing the duration, frequency, and severity of exposure to hazardous materials or situations. Administrative safety departures can be critical or non-critical in nature. Unless otherwise specified, corrective actions should be completed within 30 calendar days.

Biosafety Cabinets (BSC) and Laminar flow hoods

#	TYPE	QUESTION	YES	NO	N/A	COS
1	C	Have BSCs been certified within the last 12 months? (LSM: B10.1.4(3)) Notes:				
2	NC	Is the BSC located away from doors, room ventilation, heavily traveled areas, and other disruptive equipment (LSM: B10.1.4(1); LSM: B9.2.2.1(kk)) Notes:				
3	NC	Is storage within the BSC limited to pipetting devices? (LSM: B10.1.5.2(i)) Notes:				
4	C	Are disinfectants other than ethanol used to clean the BSC? (LSM: B10.1.5.1(g)ii) Notes:				
5	C	Are volatile (e.g., ethanol) and/or toxic chemicals used only in type B2 or ducted C1 BSCs? (LSM: B10.1.1(1)) Notes:				
6	C	Are disinfectants other than UV lights used as the primary means to disinfect the BSC? (LSM: B10.1.5.1(g)) Notes:				
7	NC	Are UV lights cleaned regularly and maintained following manufacturer's instructions? (LSM: B10.1.4(2)b) Notes:				
8	C	Are intake grilles unobstructed when the BSC is in use? (LSM: B10.1.5.2(b)iii) Notes:				

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9	C	Are operations done at least 6 inches inside the BSC? (LSM: B10.1.5.2(b)i) Notes:				
10	C	Are open flames prohibited and other sources of heat limited in BSCs? (LSM: B10.1.5.2(f)) Notes:				
11	C	Are all items decontaminated or properly contained prior to removal from the BSC? (LSM: B10.1.5.2(i)) Notes:				
12	C	Are laminar flow hoods used properly such that viable organisms and/or hazardous chemicals are prohibited within the laminar flow hood? (BMBL pg. 376; LSM: B10.2) Notes:				
13	C	Are open flames prohibited and other sources of heat limited in laminar flow hoods? (LSM: B10.1.5.2(f)) Notes:				
BIOWASTE						
14	NC	Are labeled, non-sharps, biological waste containers available and in adequate number? (LSM: B8.3.1; LSM: B8.3.2.1) Notes:				
15	C	Is biowaste secured in an appropriate container(s) with lid(s) during accumulation, except for bench-top collection? (LSM: B8.3.2.3; LSM: B8.3.2.3(a)) Notes:				
16	NC	Is benchtop biowaste collection managed appropriately? (LSM: B8.3.2.4; LSM: B8.3.2.4(d)) Notes:				
17	NC	Is biowaste accumulation less than three-quarters of the volume of the bag and/or container? (LSM: B8.3.2.5) Notes:				
18	A	Are EHS-provided biobarrels used according to SOP 6.5? (EHS SOP No. 6.5) Notes:				
19	NC	Are materials to be decontaminated outside of the immediate work area placed in a labeled, durable, leak-proof container and secured for transport? (LSM: B8.6.4.1; NIH Appendix L-II-B-1-g-(1).) Notes:				
20	C	Are all cultures, stocks, and other potentially infectious materials decontaminated by a TCEQ-approved method before disposal? Is there a written procedure in place? (LSM: B8.4.3; USDA: V(G)3; NIH: Appendix L-II-A-1-c-(1).) Notes:				

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21	NC	Are FDA-approved sharps containers used for the disposal of sharps? (LSM: B8.3.2.1(a)) Notes:				
22	NC	Is biowaste properly prepared for autoclaving? (LSM: B8.6.4.2; LSM: B8.6.4.2(a)) Notes:				
23	A	Is chemical and steam treatment of biological waste logged? (LSM: B8.4.5.1) Notes:				
BSL1 - FACILITIES						
24	NC	Are the doors to the work area lockable? (LSM: B9.2.2.1(a); A9.1.1.1; LSM: A9.1.1.2; USDA: II(E)) Notes:				
25	C	Is a sink for handwashing present? (LSM: B9.2.2.1(b)) Notes:				
26	NC	Is an eyewash station readily available (i.e., within the laboratory)? (LSM: B9.2.2.30) Notes:				
27	NC	Is illumination adequate for all activities and avoids reflections and glare that could impede vision? (LSM: B9.2.2.1(d)) Notes:				
28	A	Is an effective integrated pest management program in place? (LSM: B9.2.2.1(f)) Notes:				
29	NC	If windows that open to the exterior are present, are they sealed or fitted with screens? (LSM: B9.2.2.31; NIH Appendix G-II-A-4-e.; USDA: II(D)) Notes:				
BSL1 - PRACTICES						
30	C	Are surfaces and equipment decontaminated after completion of work and after any spill or splash of potentially infectious material? (LSM: B9.2.2.1(aa); NIH Appendix L-II-B-1-b-(3).) Notes:				
31	C	Are all biological materials/agents placed in a durable, leak-proof container during collection, handling, processing, storage, or transport to and within the laboratory? (LSM: B9.2.2.2(I); USDA: V(G)5) Notes:				
32	C	Are available disinfectants appropriate for the agent(s) and the work being conducted? (LSM: B8.1.3) Notes:				

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33	NC	Is prepared disinfectant marked with the expiration date per the manufacturer's instructions? (LSM: B8.1.4; LSM: B8.1.4.1) Notes:				
34	A	Is the laboratory-specific biosafety manual (bio-WASP) available and accessible in the laboratory? (LSM: B9.2.2.1(q); USDA: III(D); USDA: V(D)) Notes:				
35	A	Does the lab have access to a copy of the CDC's most current edition of Biosafety in Microbiological and Biomedical Laboratories (BMBL)? (LSM: B9.2.2.1(h)) Notes:				
36	A	If recombinant work is being performed, does the lab have access to a copy of the NIH's most current edition of Guidelines for Research Involving Recombinant DNA Molecules? (LSM: B9.2.2.1(i)) Notes:				
37	NC	Is appropriate PPE available (e.g., lab coats, scrubs, eyewear, gloves)? (BMBL: C2; BMBL: C3) Notes:				
38	NC	Is PPE removed in a manner that minimizes personal contamination and transfer of infectious materials? (LSM:B9.2.2.1(ff)) Notes:				
39	NC	Is PPE worn according to the hazards present? (LSM:B9.2.2.1(x)) Notes:				
40	NC	Is PPE properly disposed of or decontaminated, and never taken home? (LSM:B9.2.2.1(z)) Notes:				
41	C	Are consumables and personal use products kept outside of the work area (i.e., food, drink, vapes, cosmetics, etc.)? (LSM: B9.2.2.1(hh)) Notes:				
42	C	Are animals and plants unassociated with the work being performed prohibited in the laboratory? (LSM: B9.2.2.1(cc)) Notes:				
43	C	Are emergency phone numbers posted in the laboratory for easy access? (LSM: A9.2.4) Notes:				
44	NC	Is a biological-specific spill kit available in the laboratory? Is freshly prepared disinfectant available if work is going on? (LSM: B7.1.3) Notes:				

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45	NC	Is a spill procedure posted within the laboratory? (LSM: B9.2.2.1(w)) Notes:				
46	NC	Is cleaning equipment (mops, brooms, buckets, etc.) for use only in the containment area, and stored in the containment area? (USDA: IV(A)3) Notes:				
47	A	Do personnel receive documented, specific, in-laboratory training regarding duties, potential hazards, manipulations of infectious agents, spill response, necessary precautions to minimize exposures, and hazard/exposure evaluation procedures (e.g., physical hazards, splashes, aerosolization)? (LSM: B9.2.2.1(u)a) Notes:				
48	A	Are all persons that enter the laboratory advised of the potential hazards, instructed on the appropriate safeguards, and understand and follow instructions on practices and procedures? (LSM:B9.2.2.1(ee)) Notes:				
49	A	Do personnel receive annual updates or additional training when procedural or policy changes occur? (LSM: B9.2.2.1(u)) Notes:				
50	A	Does the laboratory supervisor enforce the institutional policies that control access to the laboratory (i.e., authorized access only, escorted visitors, doors that remain closed at all times)? (LSM: B9.2.2.1(a)) Notes:				
51	NC	Is long hair restrained so that contact with hands, specimens, containers, equipment, etc. is prevented? (LSM: B9.2.2.1(x)b) Notes:				
52	C	Does hand washing occur after handling potentially infectious material, recombinant synthetic nucleic acid molecules, and before leaving the lab? (LSM: B9.2.2.1(y)) Notes:				
53	NC	Are procedures performed in such a way as to minimize the creation of splashes and/or aerosols? (LSM: B9.2.2.1(v)) Notes:				
54	A	Are SOPs in place for the safe handling of sharps including the use of safe sharps when available? (LSM: B9.1.3.1(e)vi) Notes:				
55	C	If reusable devices are used, are scalpel blades replaced using mechanical means? Are scalpels single-use; otherwise, are blades replaced by mechanical means? (LSM: B8.8.1.1(d)) Notes:				

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56	C	Is broken glassware handled by mechanical means only? (LSM: B8.11.2.3) Notes:				
57	C	Is equipment decontaminated before repair, maintenance, or removal from the laboratory? (LSM: B11.1.2) Notes:				
58	NC	Are vacuum lines protected with an overflow flask? (LSM: B9.2.2.2(m)) Notes:				
BSL2 - FACILITIES						
59	NC	Are doors self-closing? (LSM: B9.2.2.2(b)) Notes:				
BSL2 - PRACTICES						
60	C	Do the doors to the work area remain closed at all times? (LSM: B9.2.2.1(a)) Notes:				
61	C	Is access to the work area limited when experiments are in progress? (LSM: B9.2.2.2(e)) Notes:				
62	NC	Does routine decontamination of the laboratory area occur weekly? (Less often for low throughput areas.) (LSM: B9.2.2.2(j)) Notes:				
63	NC	Is there routine decontamination of equipment? Is there a log? (LSM: B9.2.2.2(i)) Notes:				
64	NC	Is lab equipment used in conjunction with potentially infectious materials (e.g., refrigerator, incubator, cold rooms, freezers, storage cabinets, and biosafety cabinets labeled with the universal biohazard symbol)? (LSM: B9.2.2.2(h)) Notes:				
65	A	Is there a laboratory-specific biosafety manual that describes biosafety and containment procedures, agent-specific decontamination methods, and emergency response (i.e., exposures)? (LSM: B4.2.12; LSM: B9.1.3.(e)) Notes:				
66	NC	Is PPE dedicated to a specific work area? (LSM: B9.1.3.2) Notes:				
67	C	Are custodial and maintenance staff prohibited from entering the work area to remove trash, clean, or make repairs unless the procedures in the Biosafety Safety Manual (LSM: B9.2.4) are followed? (LSM: B9.2.4.1(a); LSM: B9.2.4.1(b)) Notes:				

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68	A	Is there a medical surveillance program in place? (i.e., Have pertinent vaccines been offered and/or required when applicable? Are there procedures for fever watch?) (LSM: B9.2.2.2(g)) Notes:				
69	A	Are personnel trained in the proper containment and decontamination of a spill involving infectious material? (A5.5.14) Notes:				
70	A	Are lab workers required to demonstrate proficiency in standard microbiological practices and techniques for agent(s) requiring BSL-2 containment? How often? (LSM: B4.2.4; LSM: B9.2.2.1(u)) Notes:				
71	C	Are properly maintained primary containment devices (i.e., BSCs, safety cups, sealed rotors, etc.) utilized when conducting procedures with the potential for creating infectious aerosols or splashes and/or using high concentrations or large volumes of infectious agents? (LSM: B9.2.2.2(k)) Notes:				
72	NC	Are vacuum lines protected with liquid disinfectant traps and in-line HEPA filters? (LSM: B9.2.2.2(m)) Notes:				