

Biosafety Program

University of Colorado

Laboratory Biosafety Checklist

PI first name:	<input type="text"/>	email:	<input type="text"/>
PI last name:	<input type="text"/>	best lab contact	
username:	<input type="text"/>	lab contact email	
IBC application #:		Inspected by:	<input type="text"/>
Inspection Date:	<input type="text"/>	Time	
Lab Location:	<input type="text"/>	BSL-1	<input type="checkbox"/> Yes
Department:	<input type="text"/>	BSL-2	<input type="checkbox"/> Yes

BSL-1 Audit Checklist

A. Contamination Control

1. Proper decontamination procedures used ☐ Yes ☐ No ☐ N/A

B. Exposure Control

1. Sharps handled with caution, disposed of properly ☐ Yes ☐ No ☐ N/A

2. Aerosols and splashes are minimized ☐ Yes ☐ No ☐ N/A

3. Personal protective clothing provided/used ☐ Yes ☐ No ☐ N/A

-Safety glasses used when there is a splash risk ☐ Yes ☐ No ☐ N/A

-Gloves are worn if skin on hands is broken or has a rash ☐ Yes ☐ No ☐ N/A

-Mechanical pipettors available/used ☐ Yes ☐ No ☐ N/A

4. No eating, drinking, applying cosmetics, handling contact lenses, or storage of food in lab ☐ Yes ☐ No ☐ N/A

C. Inventory Control

1. Work with approved agents and protocols ☐ Yes ☐ No ☐ N/A

2. Waste is decontaminated, disposed of, packaged, and labeled correctly ☐ Yes ☐ No ☐ N/A

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D. Training

1. Applicable trainings have been completed by all lab personnel ☐ Yes ☐ No ☐ N/A

E. Engineering Controls

1. Emergency contact information posted outside lab ☐ Yes ☐ No ☐ N/A

2. Autoclave is available, used, and checked for effectiveness ☐ Yes ☐ No ☐ N/A

3. Eye wash is available ☐ Yes ☐ No ☐ N/A

F. Administrative Controls and Documentation

-Spaces between cabinets, furniture, and equipment are accessible for cleaning ☐ Yes ☐ No ☐ N/A

-Sink for handwashing available ☐ Yes ☐ No ☐ N/A

-Lab does not have carpets ☐ Yes ☐ No ☐ N/A

-Bench tops are impervious to H₂O, resistant to heat, organic solvents, acids, alkalis, disinfectant ☐ Yes ☐ No ☐ N/A

-Furniture equipment suitable for intended use ☐ Yes ☐ No ☐ N/A

2. Records current and accurate ☐ Yes ☐ No ☐ N/A

3. Biosafety manual readily available ☐ Yes ☐ No ☐ N/A

4. Access to the laboratory is limited/restricted as appropriate ☐ Yes ☐ No ☐ N/A

5. Insect and rodent control program, windows not opened unless fitted with fly screens ☐ Yes ☐ No ☐ N/A

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BSL-2 Audit Checklist (Citation numbers refer to BMBL sections in the BSL-2 criteria)

BSL-1 requirements met ☐ Yes ☐ No ☐ N/

A.5 Sharps containers are labeled, conveniently located, and puncture resistant. Nondisposable sharps containers are hard-walled and leak proof. Sharps containers are decontaminated (e.g. autoclaved) prior to disposal or reprocessing ☐ Yes ☐ No ☐ N/

A.5.d Broken glassware is only handled by mechanical means. A broom and dustpan or tongs are available for this purpose. A glass disposal container is ☐ Yes ☐ No ☐ N/

A.9 Posted biohazard signage includes biosafety level, PI name and contact information and lab entry and exit ☐ Yes ☐ No ☐ N/

A.11 The PI ensures that all lab personnel receive appropriate training on the potential hazards associated with the work involved, the necessary precautions to prevent exposures, and the exposure evaluation procedures. Personnel receive annual updates or additional training as necessary for procedural or policy changes ☐ Yes ☐ No ☐ N/

B.2 Lab personnel must be offered available immunizations for agents handled or potentially present in the lab ☐ Yes ☐ No ☐ N/

C.1 & D.10 Class II BSC is used for procedures that have potential to create aerosols or splashes, or for work with high concentrations. Biosafety cabinets have been certified within the last year. ☐ Yes ☐ No ☐ N/

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- C.2** Lab coats are worn while in the lab. Protective clothing is removed and left in the lab before exiting to non-laboratory areas ☐ Yes ☐ No ☐ N/
- D.1** Doors should be self closing and have locks in accordance with University policies ☐ Yes ☐ No ☐ N/
- D.2** Lab has sink, soap, and towels for hand washing, preferably located near the exit ☐ Yes ☐ No ☐ N/
- D.3** Lab is designed to be easily cleaned (e.g. no carpets, rugs, etc) ☐ Yes ☐ No ☐ N/
- D.4** Spaces between benches, cabinets, and equipment are accessible. Lab furniture is suitable for intended use/loads ☐ Yes ☐ No ☐ N/
- D.4.a** Bench tops are impervious to water and resistant to heat, organic solvents, acids, alkalis, and disinfectants ☐ Yes ☐ No ☐ N/
- D.4.b** No fabric upholstered/covered furniture or chairs ☐ Yes ☐ No ☐ N/
- D.5** Lab windows that open to the outside are fitted with fly screens ☐ Yes ☐ No ☐ N/
- D.6** BSC not located near doors or windows that can be opened, heavily traveled areas or HVAC grills that may disrupt cabinet's laminar flow ☐ Yes ☐ No ☐ N/
- D.7** Vacuum lines are protected with HEPA filters. Liquid disinfectant traps may be required ☐ Yes ☐ No ☐ N/

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D.8 Eyewash station is readily available ☐ Yes ☐ No ☐ N/

D.9 Ventilation should provide an inward flow of air without recirculation to spaces outside the laboratory ☐ Yes ☐ No ☐ N/

D.11 Methods for decontaminating wastes are available in the facility (e.g. autoclave, chemical disinfection, incineration, or other validated method) ☐ Yes ☐ No ☐ N/

Inventory System

Is there an inventory system in place? ☐ Yes ☐ No ☐ N/A

Name of Organisms

Number of Vials

Location in storage

Is there a way to account for vials that are used up?

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Are the stocks
secured? How?

If you were looking for
a particular vial, what
is the process for
finding it?

BSC #/Location/Certification Date

Lab personnel on file with Biosafety

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Inspection findings/comments

Follow up needed?

☐ Yes

☐ No

when?

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