

BSL-2 Biosafety Laboratory Manual Checklist:

Each Principal Investigator (PI) in a BSL-2 laboratory must develop and maintain a laboratory-specific Biosafety Laboratory Manual for their lab as required by the *Biosafety in Microbiological and Biomedical Laboratories (BMBL)*, 5th Edition BL2 laboratory checklist item B-4. This Biosafety Laboratory Manual should: 1) contain safety information relevant to the lab's specific hazards and research materials, 2) serve as a training tool for personnel and include documentation of such training, 3) be readily available to all research personnel in the lab and 4) be modified as needed to contain current laboratory SOPs and practices.

At a minimum, the Biosafety Laboratory Manual should include:

1. Lab contact information (PI name, phone number, including after-hours numbers);
2. Relevant sections of the *Biosafety in Microbiological and Biomedical Laboratories (BMBL)*, 5th Edition, (e.g. Sections I, II, and III pertaining to standard BSL-1 and BSL-2 practices, Appendix H, pertaining to work with human cells and tissues if applicable);

<http://www.cdc.gov/biosafety/publications/bmb15/index.htm>

3. A list of agents used and agent summary statement(s) or MSDS for each agent used in the lab;

<http://www.phac-aspc.gc.ca/lab-bio/res/psds-ftss/index-eng.php>

4. Project specific SOPs;
5. Laboratory specific biosafety policies, including:
 - PPE required for working in the lab;
 - Infectious waste disposal procedures for:
 - i. Liquids
 - ii. Sharps
 - iii. Solids
 - iv. Research animals (if applicable);
 - Biohazardous spill clean-up procedures;
 - Procedures for dealing with accidents;
6. Copies of: current IBC approval letter; recent laboratory inspection report(s); and Approved personnel memo;
7. Training records for PI and staff (include topic and date of attendance).