

Biosafety Inspection Report for BL-2 Laboratories Texas A&M University

Lab PI: Phone:	IBC Protocol Number:	Inspection Date:
Department: Lab Mng:	Department Chair/Assoc. Dean:	Inspected By:
Inspection Type: <input type="checkbox"/> New <input type="checkbox"/> Annual <input type="checkbox"/> 3-Year Renewal <input type="checkbox"/> Other		

Locations Inspected

Location ID	Building #/Name	Room Number	Biosafety Level	Shared Lab?	Certified/Not Certified
1					
2					
3					
4					
5					
6					

List of Agents that will be used/stored in lab

Bacteria	
Virus/viral vectors	
Fungal	
Cell lines	
Other	

A	Standard Microbiological Practices	Yes	No	Comments/Notes
A1	The laboratory supervisor must enforce the institutional policies that control access to the laboratory.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A2	Persons must wash their hands after working with potentially hazardous materials and before leaving the laboratory.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A3	Eating, drinking, smoking, handling contact lenses, applying cosmetics, and storing food for human consumption must not be permitted in laboratory areas. Food must be stored outside the laboratory area in cabinets or refrigerators designated and used for this purpose.	<input type="checkbox"/>	<input type="checkbox"/>	
A4	Mouth pipetting is prohibited; mechanical pipetting devices must be used.	<input type="checkbox"/>	<input type="checkbox"/>	
A5	Policies for the safe handling of sharps, such as needles, scalpels, pipettes, and broken glassware must be developed and implemented. Whenever practical, laboratory supervisors should adopt improved engineering and work practice controls that reduce risk of sharps injuries. Precautions, including those listed below, must always be taken with sharp items. These include:	<input type="checkbox"/>	<input type="checkbox"/>	
A5a	Careful management of needles and other sharps are of primary importance. Needles must not be bent, sheared, broken, recapped, removed from disposable syringe, or otherwise manipulated by hand before disposal.	<input type="checkbox"/>	<input type="checkbox"/>	
A5b	Used disposable needles and syringes must be carefully placed in conveniently located puncture-resistant containers used for sharps disposal.	<input type="checkbox"/>	<input type="checkbox"/>	
A5c	Non disposable sharps must be placed in a hard walled container for transport to a processing area for decontamination, preferably by autoclaving.	<input type="checkbox"/>	<input type="checkbox"/>	
A5d	Broken glassware must not be handled directly. Instead, it must be removed using a brush and dustpan, tongs, or forceps. Plastic ware should be substituted for glassware whenever possible.	<input type="checkbox"/>	<input type="checkbox"/>	
A6	Perform all procedures to minimize the creation of splashes and/or aerosols.	<input type="checkbox"/>	<input type="checkbox"/>	
A7	Decontaminate work surfaces after completion of work and after any spill or splash of potentially infectious material with appropriate disinfectant.	<input type="checkbox"/>	<input type="checkbox"/>	

A8	Decontaminate all cultures, stocks, and other potentially infectious materials before disposal using an effective method. Depending on where the decontamination will be performed, the following methods should be used prior to transport:	<input type="checkbox"/>	<input type="checkbox"/>	
A8a	Materials to be decontaminated outside of the immediate laboratory must be placed in a durable, leak proof container and secured for transport.	<input type="checkbox"/>	<input type="checkbox"/>	
A8b	Materials to be removed from the facility for decontamination must be packed in accordance with applicable local, state, and federal regulations.	<input type="checkbox"/>	<input type="checkbox"/>	
A9	A sign incorporating the universal biohazard symbol must be posted at the entrance to the laboratory when infectious agents are present. The sign may include the name of the agent(s) in use, and the name and phone number of the laboratory supervisor or other responsible personnel. Agent information should be posted in accordance with the institutional policy.	<input type="checkbox"/>	<input type="checkbox"/>	
A10	An effective integrated pest management program is required.	<input type="checkbox"/>	<input type="checkbox"/>	
A11	The laboratory supervisor must ensure that laboratory personnel receive appropriate training regarding their duties, the necessary precautions to prevent exposures, and exposure evaluation procedures. Personnel must receive annual updates or additional training when procedural or policy changes occur. Personal health status may impact an individual's susceptibility to infection, ability to receive immunizations or prophylactic interventions. Therefore, all laboratory personnel and particularly women of child-bearing age should be provided with information regarding immune competence and conditions that may predispose them to infection. Individuals having these conditions should be encouraged to self-identify to the institution's healthcare provider for appropriate counseling and guidance.	<input type="checkbox"/>	<input type="checkbox"/>	
B	BL-2 Special Practices	Yes	No	Comments/Notes
B1	All persons entering the laboratory must be advised of the potential hazards and meet specific entry/exit requirements.	<input type="checkbox"/>	<input type="checkbox"/>	
B2	Laboratory personnel must be provided medical surveillance and offered appropriate immunizations for agents handled or potentially present in the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	
B3	Each institution must establish policies and procedures describing the collection and storage of serum samples from at-risk personnel.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
B4	A laboratory-specific biosafety manual must be prepared and adopted as policy. The biosafety manual must be available and accessible.	<input type="checkbox"/>	<input type="checkbox"/>	
B5	The laboratory supervisor must ensure that laboratory personnel demonstrate proficiency in standard and special microbiological practices before working with BSL-2 agents.	<input type="checkbox"/>	<input type="checkbox"/>	
B6	Potentially infectious materials must be placed in a durable, leak proof container during collection, handling, processing, storage, or transport within a facility.	<input type="checkbox"/>	<input type="checkbox"/>	
B7	Laboratory equipment should be routinely decontaminated, as well as, after spills, splashes, or other potential contamination.	<input type="checkbox"/>	<input type="checkbox"/>	
B7a	Spills involving infectious materials must be contained, decontaminated, and cleaned up by staff properly trained and equipped to work with infectious material.	<input type="checkbox"/>	<input type="checkbox"/>	
B7b	Equipment must be decontaminated before repair, maintenance, or removal from the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	
B8	Incidents that may result in exposure to infectious materials must be immediately evaluated and treated according to procedures described in the laboratory biosafety safety manual. All such incidents must be reported to the laboratory supervisor. Medical evaluation, surveillance, and treatment should be provided and appropriate records maintained.	<input type="checkbox"/>	<input type="checkbox"/>	
B9	Animals and plants not associated with the work being performed must not be permitted in the laboratory	<input type="checkbox"/>	<input type="checkbox"/>	
B10	All procedures involving the manipulation of infectious materials that may generate an aerosol should be conducted within a BSC or other physical containment devices.	<input type="checkbox"/>	<input type="checkbox"/>	
C	BL-2 Safety Equipment (Primary Barriers and Personal Protective Equipment)	Yes	No	Comments/Notes
C1	Properly maintained BSCs (preferably Class II), other appropriate personal	<input type="checkbox"/>	<input type="checkbox"/>	

	protective equipment, or other physical containment devices must be used whenever:			
C1a	Procedures with a potential for creating infectious aerosols or splashes are conducted. These may include pipetting, centrifuging, grinding, blending, shaking, mixing, sonicating, opening containers of infectious materials, inoculating animals intranasally, and harvesting infected tissues from animals or eggs.	<input type="checkbox"/>	<input type="checkbox"/>	
C1b	High concentrations or large volumes of infectious agents are used. Such materials may be centrifuged in the open laboratory using sealed rotor heads or centrifuge safety cups.	<input type="checkbox"/>	<input type="checkbox"/>	
C2	Protective laboratory coats, gowns, smocks, or uniforms designated for laboratory use must be worn while working with hazardous materials. Remove protective clothing before leaving for non-laboratory areas (e.g., cafeteria, library, administrative offices)> Dispose of protective clothing appropriately, or deposit it for laundering by the institution. It is recommended that laboratory clothing not be taken home.	<input type="checkbox"/>	<input type="checkbox"/>	
C3	Eye and face protection (goggles, mask, face shield or other splatter guard) is used for anticipated splashes or sprays of infectious or other hazardous materials when the microorganisms must be handled outside the BSC or containment device. Eye and face protection must be disposed of with other contaminated laboratory waste or decontaminated before reuse. Persons who wear contact lenses in laboratories should also wear eye protection.	<input type="checkbox"/>	<input type="checkbox"/>	
C4	Gloves must be worn to protect hands from exposure to hazardous materials. Glove selection should be based on an appropriate risk assessment. Alternatives to latex gloves should be available. Gloves must not be worn outside the laboratory. In addition, BSL-2 laboratory workers should:	<input type="checkbox"/>	<input type="checkbox"/>	
C4a	Change gloves when contaminated, integrity has been compromised, or when otherwise necessary. Wear two pairs of gloves when appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	
C4b	Remove gloves and wash hands when work with hazardous materials has been completed and before leaving the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	
C4c	Do not wash or reuse disposable gloves. Dispose of used gloves with other contaminated laboratory waste. Hand washing protocols must be rigorously followed.	<input type="checkbox"/>	<input type="checkbox"/>	
D	Laboratory Facilities (Secondary Barriers)	Yes	No	Comments/Notes
D1	Laboratory doors should be self-closing and have locks in accordance with the institutional policies.	<input type="checkbox"/>	<input type="checkbox"/>	
D2	Laboratories must have a sink for hand washing. The sink may be manually, hands-free, or automatically operated. It should be located near the exit door.	<input type="checkbox"/>	<input type="checkbox"/>	
D3	The laboratory should be designed so that it can be easily cleaned and decontaminated. Carpets and rugs in laboratories are not permitted.	<input type="checkbox"/>	<input type="checkbox"/>	
D4	Laboratory furniture must be capable of supporting anticipated loads and uses. Spaces between benches, cabinets, and equipment should be accessible for cleaning.	<input type="checkbox"/>	<input type="checkbox"/>	
D4a	Bench tops must be impervious to water and resistant to heat, organic solvents, acids, alkalis, and other chemicals.	<input type="checkbox"/>	<input type="checkbox"/>	
D4b	Chairs used in laboratory work must be covered with a non-porous material that can be easily cleaned and decontaminated with appropriate disinfectant.	<input type="checkbox"/>	<input type="checkbox"/>	
D5	Laboratory windows that open to the exterior are not recommended. However, if a laboratory does have windows that open to the exterior, they must be fitted with screens.	<input type="checkbox"/>	<input type="checkbox"/>	
D6	BSCs must be installed so that fluctuations of the room air supply and exhaust do not interfere with proper operations. BSCs should be located away from doors, windows that can be opened, heavily traveled laboratory areas, and other possible airflow disruptions.	<input type="checkbox"/>	<input type="checkbox"/>	
D7	Vacuum lines should be protected with High Efficiency Particulate Air (HEPA) filters, or their equivalent. Filters must be replaced as needed. Liquid disinfectant traps may be required.	<input type="checkbox"/>	<input type="checkbox"/>	
D8	An eyewash station must be readily available.	<input type="checkbox"/>	<input type="checkbox"/>	
D9	There are no specific requirements on ventilation systems. However, planning of new facilities should consider mechanical ventilation systems	<input type="checkbox"/>	<input type="checkbox"/>	

	that provide an inward flow of air without recirculation to spaces outside of the laboratory.			
D10	HEPA filtered exhaust air from a Class II BSC can be safely re-circulated back into the laboratory environment if the cabinet is tested and certified at least annually and operated according to manufacturer's recommendations. BSCs can also be connected to the laboratory exhaust system by either a thimble (canopy) connection or a direct (hart) connection. Provisions to assure proper safety cabinet performance and air system operation must be verified.	<input type="checkbox"/>	<input type="checkbox"/>	
D11	A method for decontaminating all laboratory wastes should be available in the facility (e.g. autoclave, chemical disinfection, incineration, or other validated decontamination method).	<input type="checkbox"/>	<input type="checkbox"/>	

SAMPLE