

NLTN Biosafety Checklist
Biosafety Level 2

Date _____

Location _____

(Items are based on the Biosafety Level 2 Section of the *Biosafety in Microbiological and Biomedical Laboratories*, 5th Edition, 2007.)

Circle the response that best describes the laboratory in which work will be performed

NA = not applicable

A. Standard Microbiological Procedures

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|---|-------------|
| 1. Laboratory supervisor enforces policies limiting access to the laboratory. | Yes, No, NA |
| 2. Persons wash their hands after handling infectious materials, after removing gloves, and before leaving the laboratory. | Yes, No, NA |
| 3. Eating, drinking, smoking, handling contact lenses, and applying cosmetics are not permitted in the work area. | Yes, No, NA |
| 4. Food is stored outside the work area in cabinets or refrigerators designated for this purpose only and places where food is consumed are designated as "clean areas". | Yes, No, NA |
| 5. Mouth pipetting is prohibited with mechanical devices available for use. | Yes, No, NA |
| 6. Procedures for the safe handling, containing, disposing of sharps are instituted. | Yes, No, NA |
| 7. All procedures are performed carefully to minimize the creation of splashes or aerosols. | Yes, No, NA |
| 8. Work surfaces are decontaminated at the end of the workday and after all spills and splashes with disinfectants effective against the biohazardous agent(s) utilized.
List disinfectant(s)used: _____ | Yes, No, NA |
| If bleach is used, there is a mechanism in place to discard all diluted bleach within 2 weeks after diluting. | Yes, No, NA |
| 9. Biohazardous waste is decontaminated on-site before disposal.
If yes, list the method of decontamination. _____
If yes, list the method used to monitor the decontamination process. _____ | Yes, No, NA |
| 10. Materials to be decontaminated off-site are placed into durable, leak-proof containers and closed prior to transport. | Yes, No, NA |
| 11. An insect and rodent control program is in effect.
If yes, list the pesticide treatment used. _____ | Yes, No, NA |

B. Special Practices

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| 1. The laboratory supervisor ensures that only persons who have been advised of the potential hazards and those who meet specific entry requirements may enter the lab. | Yes, No, NA |
| 2. A biohazard sign is posted on the entrance to all laboratories where biohazardous materials are used (information posted include the biosafety level, biohazard symbol and the contact's name and telephone number). | Yes, No, NA |
| 3. A biohazard symbol is posted on all equipment i.e., refrigerators, centrifuges, incubators, etc. that store and/or are used in the manipulation of biohazardous agents. | Yes, No, NA |
| 4. Special entry requirements are necessary to work in the laboratory.
If yes, the laboratory entrance is clearly marked to indicate these requirements.
If yes, list these requirements. | Yes, No, NA
Yes, No
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| 5. Biosafety practices and lab standard operating procedures are incorporated into a Laboratory Manual which is upgraded on an annual basis. | Yes, No, NA |
| 6. Personnel working in the laboratory receive annual updates or additional training as necessary for procedural or policy changes. | Yes, No, NA |
| 7. Needles and syringes or other sharp objects are restricted in the laboratory and used only when there is no alternative. | Yes, No, NA |
| 8. Contaminated equipment is decontaminated before being sent for repair or maintenance. | Yes, No, NA |
| 9. Spills and accidents that result in potential exposure to infectious materials are immediately reported to the laboratory director (medical evaluation, surveillance, and treatment are provided as appropriate and records are maintained). | Yes, No, NA |
| 10. Laboratory supervisor ensures that personnel have adequate training and can demonstrate proficiency in the practices and procedures before working in the laboratory. | |
| 11. Animals and plants are not permitted in the laboratory, unless they are part of the procedures. | |

C. Safety Equipment (Primary barriers)

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| 1. Protective equipment for physical containment of biohazards i.e., biosafety cabinets, sealed rotor cups to contain aerosols, etc. are available and used. | Yes, No, NA |
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| 2. Personal protective equipment e.g., gloves, protective clothing, eye protection, etc. are available and donned and doffed appropriately. | Yes, No, NA |
| 3. Personal protective equipment is removed and retained in the laboratory before leaving for non-laboratory areas. | Yes, No, NA |
| 4. Biological safety cabinet(s) is (are) available for the containment of biohazardous agents.
If yes, list the Class type.
If yes, list the date of certification (must be performed on an annual basis). | Yes, No, NA

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D. Laboratory Facilities (Secondary barriers)

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| 1. Security has been considered and implemented for facilities that handle or store highly pathogenic agents. | Yes, No, NA |
| 2. The laboratory contains a sink, preferably hands-free, for hand washing. | Yes, No, NA |
| 3. Bench tops are impervious to water and resistant to chemicals used to decontaminate the work surfaces and equipment. | Yes, No, NA |
| 4. Laboratory furniture is sturdy and appropriate for the tasks performed. | Yes, No, NA |
| 5. Chairs are covered with non-fabric material that can be easily decontaminated. | Yes, No, NA |
| 6. Spaces between benches, cabinets, and equipment are accessible for cleaning. | Yes, No, NA |
| 7. An eyewash station is readily available. | Yes, No, NA |
| 8. Illumination is adequate for all activities, avoiding reflections and glare that could impede vision. | Yes, No, NA |
| 9. Windows that open to the exterior are fitted with fly screens. | Yes, No, NA |
| 10. The laboratory is designed to be easily cleaned i.e., no carpets or rugs are used in the laboratory. | Yes, No, NA |
| 11. The laboratory has lockable doors, preferably self-closing. | Yes, No, NA |