



# Lifespan

## Recombinant DNA Research Compliance Program Biosafety Level 2 Checklist for Labs

**Principal Investigator:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Lab Location:** \_\_\_\_\_

**Completed By (print):** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Answer Yes, No or NA (not applicable), by placing an X in the appropriate box. If you have questions, contact Jacqui Poore at x444-2093. You may use this form as a tool to train your research staff. You are required to submit the completed form along with your progress report. Please contact a representative of the Safety Office (RIH/TMH)/Risk Management (W&I) to schedule a lab inspection.

		Yes	No	NA	Comments:
<b>Standard Microbiological Techniques</b>					
1.1	Is access to the lab limited or restricted at the discretion of the PI when experiments are in progress?				
1.2	Do personnel wash their hands after they handle biohazardous materials, after removing gloves, and before leaving the lab?				
1.3	Are eating, drinking, smoking, handling contact lenses, and applying cosmetics prohibited in the lab?				
1.4	Is food stored outside the work area, in cabinets or refrigerators designated for food only?				
1.5	Is mouth pipetting prohibited and are mechanical pipetting devices used?				
1.6	Are all procedures performed carefully, in order to minimize the creation of splashes or aerosols?				
1.7	Are work surfaces decontaminated with an effective disinfectant on completion of work or at the end of the day, and especially after overt spills or splashes of biohazardous materials?				
1.8	Are all disposable sharps, including Pasteur pipettes, blood vials and razor blades, discarded into puncture-resistant, Sharps Containers?				

		Yes	No	NA	Comments:
1.9	Are all solid wastes, which are contaminated with biohazardous materials, discarded into red bags?				
1.10	Are all liquid wastes, which are contaminated with biohazardous materials, autoclaved or decontaminated with an effective disinfectant before they are poured down the drain?				
<b>Special Practices</b>					
2.1	The PI must advise personnel who work in the lab about the potential hazards and specific entry requirements (e.g., immunization).				
2.2	The PI must limit or restrict access to the lab (e.g., to persons who are immuno-compromised) when work with biohazardous material is in progress?				
2.3	Is a BIOHAZARD sign posted on the lab entrance door?				
2.4	Does the BIOHAZARD sign include information on the agent(s) used, the biosafety level, the required immunizations, the PI's name and telephone number, any personal protective equipment that must be worn in the lab, and any procedures required for exiting the lab?				
2.5	Have lab personnel received appropriate immunizations and/or tests for the agents handled or potentially present in the lab (e.g., hepatitis B or vaccinia vaccine; TB skin testing)?				
2.6	Has the PI developed lab-specific biosafety procedures and incorporated them into either a Biosafety Manual or Standard Operating Procedures? Are lab personnel required to read the procedures?				
2.7	Have all lab personnel received appropriate training on the potential hazards associated with the work, the necessary precautions to prevent exposures, and the procedures to follow if they have an accident?				
2.8	Do lab personnel exercise a high degree of precaution with all contaminated sharp items, including needles and syringes, slides, pipettes, capillary tubes, and scalpels?				
2.9	Is the use of needles and syringes and other sharp instruments restricted to situations where there is no alternative?				
2.10	Is plasticware substituted for glassware whenever possible?				
2.11	When it is necessary to use a needle and syringe, are needle-locking syringes or disposable syringe-needle units (i.e., needle is integral to the syringe) used?				
2.12	Do lab personnel clearly understand that used disposable needles must not be bent, sheared, broken, recapped, removed from disposable syringes, or otherwise manipulated by hand before disposal in the sharps container.				

		Yes	No	NA	Comments:
2.13	Are re-usable sharps placed in a hard-walled container for transport to a processing area for decontamination, preferably by autoclaving?				
2.14	Are safety hypodermic needles used when appropriate?				
2.15	Do lab personnel use mechanical means, such as a brush and dustpan, tongs, or forceps to clean up broken glassware?				
2.16	Are cultures, tissues and other biohazardous materials placed in a container with a cover that prevents leakage during collection, handling, processing, storage, transport, or shipping?				
2.17	Do lab personnel decontaminate lab equipment before sending it for repair or maintenance, and before removal from the facility?				
2.18	Do lab personnel notify the PI immediately if there are spills and accidents that result in overt exposures to biohazardous materials? Do they subsequently report to Health Services?				
2.19	Are animals that are not involved in the project kept out of the lab?				
<b>Safety Equipment (Primary Barriers)</b>					
3.1	Is there a Class II biological safety cabinet in the lab?				
3.2	Is a Class II biological safety cabinet used for all procedures with a potential for creating biohazardous aerosols or splashes? These may include:				
	▪ Grinding				
	▪ Blending				
	▪ Vigorous shaking or mixing				
	▪ Sonic disruption				
	▪ Opening containers of biohazardous materials whose internal pressures may differ from ambient pressures				
	▪ Inoculating animals intranasally				
	▪ Harvesting infected tissues from animals or embryonated eggs				
3.3	Is a Class II biological safety cabinet used when high concentrations or large volumes of biohazardous materials are handled?				
3.4	When lab personnel centrifuge biohazardous materials, do they use sealed rotor heads or centrifuge safety cups? Do they open the rotors or safety cups only in a Class II biological safety cabinet?				
3.5	When biohazardous materials must be manipulated outside a Class II biological safety cabinet, do lab personnel use face protection (goggles, mask, face shield or other splatter guard) for anticipated splashes or sprays to the face?				
3.6	Do personnel wear lab coats whenever they are in the lab, and remove them before leaving for non-lab areas (e.g., cafeteria, library, administrative offices)?				
3.7	Are personnel prohibited from taking their lab coats home for laundering?				

		Yes	No	NA	Comments:
3.8	Do personnel wear gloves to prevent hand contact with bio-hazardous materials?				
3.9	Do personnel remove disposable gloves before touching "clean" surfaces (keyboards, telephones, etc.), and before leaving the lab for office, assembly or public areas?				
3.10	Are alternatives to powdered latex gloves available for personnel with latex sensitivity?				
3.11	Do lab personnel understand the use of proper footwear ( i.e. no open toed, sandals etc.)				
<b>Lab Facilities (Secondary Barriers)</b>					
4.1	Does the lab contain a sink for hand washing?				
4.2	Are carpets and rugs kept out of the lab?				
4.3	Are bench tops impervious to water and resistant to moderate heat and the chemicals used to decontaminate the work surfaces and equipment?				
4.4	Is lab furniture capable of supporting anticipated loading and uses?				
4.5	Are spaces between benches, cabinets, and equipment accessible for cleaning?				
4.6	Are chairs and other furniture used in the lab covered with a non-fabric material that can be easily decontaminated?				
4.7	Are biological safety cabinets located away from doors, from windows that can be opened, from heavily traveled lab areas, and from other potentially disruptive equipment?				
4.8	Is an eyewash station readily available?				
4.9	Is illumination adequate for all activities?				
4.10	Are windows that open to the exterior fitted with fly screens?				
<i>Do you or you staff have any concerns about your health and safety at work?</i>					
<i>Additional Comments and Observations:</i>					

\*\*Adapted from NYU School of Medicine BioSafety Level 2 checklist for Labs