



Biosafety Level 2 Inspection Form

Room:	Building:	Date:
PI/Supervisor:	Department:	
Laboratory Supervisor:	Inspection Completed by:	
Type of work conducted organisms/materials, strain designations if applicable:		
BSL2 <input type="checkbox"/> BSL2+ <input type="checkbox"/> Fume Hood <input type="checkbox"/> Compressed Gasses <input type="checkbox"/> Biosafety Cabinet <input type="checkbox"/>		

Item Description	YES	NO	N/A	Comments
Training Compliance & Documentation				
Have previous audit deficiencies been corrected?				
Is the appropriate authorization for biosafety level on file?				
Is the lab work registered with the IBC?				
Does the lab have a completed (customized), readily accessible Biosafety Manual?				
Are lab specific SOPs available to address lab specific biological hazards and microbiological techniques?				
Is lab specific training provided and documented?				
Is training updated as needed and reviewed annually?				
Is training up to date and includes all personnel working within the space?				
Lab Personnel				
Number of employees conducting BSL2 work?				
Does PI/Lab Director have experience working with the agent(s)?				
Do lab personnel conducting BSL2 or higher level work have experience?				
Do lab personnel have knowledge of CDC RDNA guidelines?				
Does the PI/Lab Director have established policies, procedures, and advise personnel of hazards and entry requirements?				
Do lab personnel receive appropriate immunizations or tests for agents handled?				
Biological Agents				
If work includes viral vectors, is the vector replication deficient?				
Has testing been conducted for replication competent virus (RCV)?				
Where is/was agent received from?				
List potential health effects				
Is the quantity of agent stored in lab not excessive?				
Where is viable material stored (location)?				
Animals				
Does the project involve the use of laboratory animals?				
Are there any animals and/or plants not associated with the work being performed in the laboratory?				
Have personnel completed the annual animal handler's medical surveillance questionnaire?				
Security				
Is access to laboratory restricted during work?				
Are all entrances to the laboratory labeled appropriately? (BSL, Supervisor/PI name and contact information, required procedures for entering and exiting the laboratory)				
Is access to laboratory restricted when unoccupied?				
Spills				
Is SOP available to address emergency spills and personnel contamination?				

Item Description	YES	NO	N/A	Comments
Spills				
Are spills and accidents reported to the PI/Lab Director AND Biological Safety Officer when appropriate?				
Is an emergency spill response protocol available?				
Labeling & Signage				
Is PPE sign present?				
Are all storage areas properly labeled?				
Is Universal Precautions sign present?				
Are all items containing biological hazards labeled appropriately (agent (with strain designation), date of collection/transfer, and identifying information on personnel who conducted transfer)?				
Sharps & Waste Disposal				
Are sharp items properly disposed?				
If glass is used, is broken glass handles indirectly by mechanical means?				
Are use of hypodermic needles and syringes avoided whenever practical?				
Are cultures, stocks, and other wastes decontaminated before disposal?				
Is sharps container used for disposal of biological hazards labeled to expire within 60 days?				
Are procedures with potential for creating aerosol/splash conducted in a BSC?				
General Laboratory Conditions				
What is the current laboratory pressurization?				
Is lab pressurization appropriate?				
Is eating, drinking, and applying cosmetics prohibited in lab?				
Is food and drink for human consumption stored in an appropriate location?				
Are work surfaces decontaminated daily, before and after work, and after spills?				
List the disinfectants used and concentration:				
Does the lab have enough sinks for hand washing (as deemed appropriate by average number of individuals working in the space at one time)?				
Do personnel wash hands after handling viable material and before leaving the lab?				
Does the lab have liquid soap and paper towel available for hand washing?				
Is plastic ware substituted for glassware whenever possible?				
Are bench tops made of non-porous material?				
Are chairs covered with non-porous material that can be easily cleaned and decontaminated?				
Shipping Receiving & Transporting				
Are viable materials placed in appropriate containers for transport?				
Do lab personnel ship/receive infectious/diagnostic specimens?				
Have personnel received shipping and receiving training and certification?				
Are shipping/receiving training current (within last two years)?				
List all applicable equipment/facility issues noted.				
PPE				
Is PPE worn outside the lab?				
Describe PPE that is used.				
Are disposable gloves reused?				
Are laundry services utilized for lab coats, etc.?				
Is use of protective clothing mandatory and remains in lab?				
How are lab coats and other contaminated clothing decontaminated before leaving the lab space?				
Autoclave				
Does the lab operate the autoclave?				

Item Description	YES	NO	N/A	Comments
Autoclave				
Who is the responsible person for the autoclave?				
Is the person responsible for autoclaving lab items properly trained?				
Are appropriate autoclave bags used?				
Is an autoclave quality control log kept?				
Are periodic autoclave quality control tests conducted?				
Is waste held in the lab for transport directly to the autoclave room for immediate treatment?				
Are all materials to be decontaminated outside of the immediate laboratory transported in a durable, leak-proof, labeled container?				
Centrifuge				
Are safety containment cups or sealed rotors with O-rings available to centrifuge infectious materials?				
Are buckets, rotors, and tubes loaded and unloaded within a BSC?				
Biosafety Cabinets				
Are BSCs located away from doors, heavy traffic areas, cross drafts, etc.?				
Have BSCs been certified within the past year?				
Are vacuum lines protected with liquid disinfectant traps and HEPA filters?				
General Safety Equipment				
Eyewash Stations Last Inspection Date:				
Safety Shower Last Inspection Date:				
Fire Extinguishers Last Inspection Date:				
First-Aid Kit Last Inspection Date:				
Bloodborne Pathogens				
Item Description	YES	NO	N/A	Comments
Is an Exposure Control Plan available and updated?				
Have personnel received BBP training within the past year?				
Have employees been offered Hepatitis B vaccination?				

Overall Recommendations	
Follow Up Inspection requested/required Yes ___ No ___ Date: _____ Initials ___ ___	
Acknowledgement of Review & Recommendations	
Signature of Responsible Party:	Date:
Signature of inspector:	Date:
Signature of Chair:	Date: