

Checklist for Biosafety Level 1 Laboratory Operations

Department	Building	Room #
Principal Investigator		Phone #
Laboratory Contact		Phone #
Date Completed		

The following statements are based primarily on the Biosafety Level 1 section of *Biosafety in Microbiological and Biomedical Laboratories*, 5th edition, 2009.

Check the appropriate box for each statement. Please provide comments or an explanation for “No” or “NA” (Not Applicable) responses. This checklist may be used for in-house assessment or as part of a review completed by the Institutional Biosafety Committee. Contact the Biological Safety Officer or Director of OH&S (pricecarolj@uams.edu) if you have any questions or require assistance.

A. Standard Microbiological Practices

	Yes	No	NA
1. Access to the laboratory is limited or restricted at the discretion of the Principal Investigator or laboratory supervisor when experiments are in progress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Personnel wash their hands after they handle potentially hazardous materials, and before leaving the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Eating, drinking, handling contact lenses, and applying cosmetics are not permitted in the laboratory. Persons who wear contact lenses in laboratories should also wear safety glasses, goggles or face shield. Food is stored outside the laboratory in cabinets or refrigerators designated for this purpose only.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Mouth pipetting is prohibited; mechanical pipetting devices are used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Policies are established for the safe handling of sharps, such as needles, scalpels, pipettes, and broken glassware. Needles, syringes, broken glass, and blood vials are discarded in puncture-resistant sharps disposal containers and treated as regulated medical waste (RMW).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. All procedures are performed carefully to minimize the creation of splashes or aerosols.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Work surfaces are decontaminated at least once a day and after any spill of potentially infectious material with a disinfectant effective against the agents of concern.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Cultures, stocks, contaminated plastic ware, and other regulated non-sharps wastes are discarded in red biohazard bags and treated as regulated medical wastes (RMW).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Culture fluids and other contaminated liquid wastes are autoclaved or decontaminated with a suitable disinfectant before disposal down the sanitary drain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Materials to be decontaminated outside of the immediate laboratory are placed in a durable, leak-proof container and closed for transport from the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. An insect and rodent control program is in effect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The Universal biohazard symbol is posted at the entrance when infectious agents are present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Explanations for Standard Microbiological Practices

B. Special Practices

1. None required.

Yes	No	NA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Safety Equipment (Primary Barriers)

1. Special containment devices or equipment such as a biological safety cabinet is generally not required for manipulations of agents assigned to Biosafety Level 1.
2. If used, biological safety cabinets are certified annually, when cabinets are moved, or when HEPA filters are changed.
3. Laboratory coats, gowns, or uniforms are worn to prevent contamination or soiling of street clothes. This protective clothing is removed and left in the laboratory before leaving for or travel through non-laboratory areas (e.g., cafeteria, library, administrative offices, and/or public corridors). All protective clothing is disposed of in the laboratory, laundered by the institution, or autoclaved and laundered at home by personnel.
4. Protective eyewear should be worn when conducting procedures in which splashes of microorganisms or other hazardous materials is anticipated. Persons who wear contact lens in laboratories should also wear eye protection.
5. Suitable gloves (e.g., latex, nitrile, vinyl) should be worn if the skin on the hands is broken or if a rash is present. Gloves are disposed of when contaminated, removed when work is completed, and are not worn outside the laboratory. Disposable gloves are not washed or reused. Hands are washed after glove use.

Yes	No	NA
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Explanations for Safety Equipment

D. Laboratory Facilities (Secondary Barriers)

1. Each laboratory contains a sink for hand washing.
2. The laboratory is designed so that it can be easily cleaned and decontaminated. Carpets, rugs, and cloth furniture are not appropriate.
3. Laboratory furniture is sturdy and capable of supporting anticipated loads and uses. Spaces between benches, cabinets, and equipment are accessible for cleaning.
4. Bench tops are impervious to water and resistant to moderate heat, acids, alkalis, organic solvents, and chemicals used to decontaminate the work surface
5. If the laboratory has windows that open, they are fitted with fly screens.
6. An autoclave for pre-treatment of laboratory wastes is available.
7. An eyewash facility is readily available within the laboratory.

Yes	No	NA
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Comments/Explanations for Laboratory Facilities