

OUHSC BIOHAZARD/RECOMBINANT DNA BIOSAFETY LEVEL 1 CHECKLIST

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|--|---|---------------------------------------|
| COLLEGE: BUILDING & ROOM: | LAB EMPLOYEES: | CONTACT PERSON: EXT: |
| DEPARTMENT: DEPT. HEAD: | | SURVEY DATE: |
| PI: CAMPUS MAIL: | LAB TYPE: Teaching Research Analytical Other LAB ACTIVITY: | SURVEYED BY: |

| Yes | No | N/A | STANDARD MICROBIOLOGICAL PRACTICES | |
|--------------------------|--------------------------|--------------------------|---|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | Standard operating procedures are adopted or developed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 | Personnel receive appropriate training on the standard operating procedures, potential hazards associated with the work involved, the necessary precautions to prevent exposures, and the exposure evaluation procedures. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 | Access to the laboratory is limited or restricted at the discretion of the PI when experiments or work with cultures, specimens or organisms containing recombinant DNA molecules is in progress. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4 | Spills and accidents which result in overt exposures to infectious materials are immediately reported to the laboratory director. Medical evaluation, surveillance, and treatment are provided as appropriate and written records are maintained. Spills and accidents which result in overt exposures to organisms containing recombinant DNA molecules are immediately reported to the Institutional Biosafety Committee. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5 | The biohazard symbol is used to identify equipment, containers, rooms and materials that contain or are contaminated with microorganisms and organisms containing recombinant DNA. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6 | Eating, drinking, smoking, handling contact lenses, applying cosmetics and storing food for human consumption are prohibited in the lab. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7 | Food is stored outside the work area in cabinets or refrigerators designated for this purpose only. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8 | An insect and rodent control program is in effect. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9 | Mechanical pipetting devices are used; mouth pipetting is prohibited. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10 | All procedures are performed carefully to minimize the creation of splashes or aerosols. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11 | Used disposable needles are not bent, sheared, broken, recapped, removed from disposable syringes or otherwise manipulated by hand before disposal. Syringes which re-sheath the needle, needle-less systems, and other safe devices are used when appropriate. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12 | Broken glassware is not handled directly by hand, but is removed by a mechanical means such as a brush and dustpan, tongs, or forceps. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13 | Properly maintained and annually inspected biological safety cabinets (BSCs), preferably Class II, or other appropriate physical containment devices such as a closed system with a HEPA exhaust, are used whenever volumes greater than 10 liters of microorganisms or organisms containing recombinant DNA molecules are manipulated. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14 | Persons who wear contact lenses in the laboratory also wear goggles or a face shield. Protective eyewear is worn by all personnel when performing procedures in which splashes of microorganisms, or organisms containing recombinant DNA molecules, other hazardous materials is anticipated. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15 | Gloves are worn when hands may contact microorganisms, contaminated surfaces/equipment, or organisms containing recombinant DNA molecules. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16 | Gloves are disposed when overtly contaminated and removed when work with infectious materials is completed or when the integrity of the glove is compromised. Gloves are removed before touching "clean surfaces (keyboards, telephones, light switches) and are removed before exiting the laboratory. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17 | Protective laboratory coats, gowns, smocks, or uniforms designated for lab use are worn while in the laboratory and removed and left in the laboratory before exiting. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18 | Persons wash their hands after handling viable materials, organisms containing recombinant DNA molecules and animals; after removing gloves; and before exiting the laboratory. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19 | Work surfaces are decontaminated at least once a day and after any spill of viable material with a disinfectant that is effective against the agent of concern. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20 | All cultures, stocks, and contaminated liquid or solid wastes are decontaminated before disposal by an approved decontamination method, such as autoclaving. |

STANDARD MICROBIOLOGICAL PRACTICES, cont.

| Yes | No | N/A | | |
|--------------------------|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21 | Contaminated materials that are to be decontaminated at a site away from the laboratory are placed in a labeled durable leak-proof container which is closed before being removed from the laboratory. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22 | The laboratory contains a sink for handwashing. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23 | The laboratory is designed so that it can be easily cleaned. Carpet and rugs are not allowed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 24 | Bench tops are impervious to water and resistant to acids, alkalis, organic solvents, and moderate heat. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25 | Laboratory furniture is sturdy, and spaces between benches, cabinets, and equipment are accessible for cleaning. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26 | If the laboratory has windows that open, they are fitted with fly screens. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 27 | An eyewash facility is readily available. |