

OUHSC BIOHAZARD/RECOMBINANT DNA BIOSAFETY LEVEL 2 CHECKLIST

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:

STANDARD OPERATING PROCEDURES, TRAINING AND OCCUPATIONAL HEALTH

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 Biosafety procedures are incorporated into standard operating procedures or in a biosafety manual adopted or specifically prepared by the PI. Personnel are advised of special hazards and are required to read and follow instructions on practices and procedures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 Personnel receive appropriate training on their duties, 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 Laboratory and appropriate support personnel receive annual updates, or additional training as necessary for procedural or policy changes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4 The PI verifies that laboratory personnel demonstrate proficiency in standard and special microbiological practices before working with BSL-2 agents.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5 Laboratory and appropriate support personnel have been offered appropriate immunizations or tests for the agents handled or potentially present in the laboratory (e.g., hepatitis B vaccine or TB skin testing).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6 Policies and procedures are in place whereby only persons who have been advised of the potential hazard and meet specific entry requirements (e.g., immunization) enter the laboratory. Persons who are at increased risk of acquiring infection are not allowed in the laboratory when work with infectious agents is in progress.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7 A sign incorporating the universal biohazard symbol must be posted at the entrance to the laboratory when infectious agents are present or organisms containing recombinant DNA molecules are in use. Posted information must include: the laboratory's biosafety level, the supervisor's name (or other responsible personnel), telephone number, and required procedures for entering and exiting the laboratory.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8 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 and NIH/ORDA.

GENERAL WORKPRACTICES

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9 The biohazard symbol is used to identify equipment, containers, rooms and materials that contain or are contaminated with viable hazardous agents.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10 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"/>	11 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"/>	12 An insect and rodent control program is in effect.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13 Animals not involved in the work being performed are not permitted in the lab.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14 Mechanical pipetting devices are used; mouth pipetting is prohibited.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15 All procedures are performed carefully to minimize the creation of splashes or aerosols.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16 Plasticware is substituted for glassware whenever possible.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17 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"/>	18 Needles and other sharp instruments are restricted for use only when there is no alternative, such as parenteral injection, phlebotomy, or aspiration of fluids from laboratory animals and diaphragm bottles.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19 Only needle-locking syringes or disposable syringe needle units (i.e., needle is integral to the syringe) are used for injection or aspiration of infectious materials.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20 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.

Yes No N/A

SAFETY AND PROTECTIVE EQUIPMENT

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|--------------------------|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21 | All procedures involving the manipulation of infectious materials that may generate an aerosol is conducted within a biological safety cabinet (BSC) or other physical containment devices. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | a. BSCs are installed in such a manner that fluctuations of the room supply and exhaust air do not interfere with proper operations. BSCs should be located away from doors, windows that can be opened, heavily traveled laboratory areas, and other potentially disruptive equipment. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | a. The BSC certification is current (within the last 12 months). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | a. Contaminated items generated inside the BSC are placed into a biohazard bag or discard tray inside the BSC which contains a disinfectant or is closed or covered before removal from the BSC. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22 | Eye and face protection (goggles, mask, faceshield or other splatter guards) are used for anticipated splashes or sprays of infectious or other hazardous materials when the microorganisms must be manipulated outside the BSC or containment device. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23 | Contaminated equipment is labeled as such or decontaminated prior to servicing or shipping. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 24 | Gloves are worn when handling infected animals and when hands may contact potentially infectious materials, contaminated surfaces/equipment, or organisms containing recombinant DNA molecules. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25 | 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"/> | 26 | 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"/> | 27 | All protective clothing is either disposed or left in the lab to be laundered through an appropriate vendor. |

DISINFECTION/DECONTAMINATION AND WASTE DISPOSAL

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|--------------------------|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 28 | 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"/> | 29 | Laboratory equipment and work surfaces, including the interior surfaces of BSCs, are decontaminated on a routine basis, upon completion of work or at the end of the day and after any spill or splash of viable material with a disinfectant that is effective against the agent of concern. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 30 | Cultures, tissues, specimens of body fluids, or contaminated items are placed in a labeled container with a cover that prevents leakage during collection, handling, processing, storage, transport (including transport from inside a BSC to outside the BSC), or shipping. 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"/> | 31 | All cultures, stocks, contaminated liquid or solid wastes, and contaminated sharps are decontaminated before disposal by an approved decontamination method, such as autoclaving. |

LABORATORY FACILITY

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|--------------------------|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 32 | The laboratory contains a sink for handwashing. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 33 | The laboratory is designed so that it can be easily cleaned. Carpet and rugs are not allowed. Chairs and other furniture are covered with a non-fabric material that can be easily decontaminated. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 34 | 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"/> | 35 | Laboratory furniture is sturdy, and spaces between benches, cabinets, and equipment are accessible for cleaning. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 38 | If the laboratory has windows that open, they are fitted with fly screens. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 39 | An eyewash facility is readily available. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 40 | Illumination is adequate for all activities, avoiding reflections and glare that could impede vision. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 41 | Vacuum systems are protected from contamination with infectious agent with appropriate disinfectant in flasks and HEPA filtration |

BLOODBORNE PATHOGEN REQUIREMENTS

If lab employees work with or have the opportunity to be exposed to human blood, human tissue, human cell lines, or any other potentially infectious materials as identified in the OSHA bloodborne pathogen standard, the following also applies.

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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 42 | All such employees have received bloodborne pathogen training within the last year. |
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