

**BIOSAFETY LABORATORY AUDIT**  
 Department of Biological Safety  
 University of Kentucky

Date:	
Auditor:	

**I. Pre-Audit Information**

Principal Investigator:	
Building(s):	
Room(s):	
Protocol Reference Number:	
Agent(s) in use:	
Agent Characteristics:	
Route(s) of Exposure:	
Quantity of Agent:	
Concentration:	
Biosafety Level:	

	YES	NO	N/A
Are Animals used in this research?			
In conjunction with biohazardous materials?			
Building and Room Number:			

	YES	NO	N/A
Are toxins of biological origin, such as conotoxin, tetrodotoxin, or ricin, used in this research?			
Personnel have received training for bloodborne pathogen standard?			
Personnel have received training for hazardous materials?			
Personnel have received training for laboratory safety/chemical hygiene?			
Personnel have received training for biological safety?			

**Comments:**


## II. Interview with Designated Laboratory Representative

### Laboratory Information

Laboratory Representative:	
Designated Lab Supervisor:	

### Laboratory Personnel Training

	Yes	No	N/A
Personnel have experience with proposed research?			
Personnel made aware of CHP and ECP?			
Lab personnel receive appropriate training prior to beginning work?			
Documentation that personnel receive appropriate immunizations for the agent to be manipulated?			

Comments:

### PPE Usage

	Yes	No	N/A
Personnel wash hands after removing gloves, working with potentially hazardous material, and before leaving the lab?			
Appropriate PPE is available and utilized?			
PPE is not worn outside of lab?			
Disposable gloves are not washed or reused?			
Lab coats laundered properly?			

### Incident Response

	Yes	No	N/A
Spills and accidents reported to the lab supervisor?			
Spill response completed by trained personnel?			
Lab supervisor familiar with accident reporting?			

[http://ehs.uky.edu/docs/pdf/ohs\\_lab\\_exposure\\_protocol\\_0001.pdf](http://ehs.uky.edu/docs/pdf/ohs_lab_exposure_protocol_0001.pdf)

### Export Controls

	Yes	No	N/A
Hazardous materials/biological hazards shipped?			
PI/Lab supervisor aware of Export Controls?			
DOT/IATA Training completed?			

**Work Practices**

Comments:

	Yes	No	N/A	
Lab doors closed at all times?				
Eating, drinking, smoking, handling contact lenses, and applying cosmetics prohibited?				
Are work surfaces decontaminated when work is completed for the day?				
Are work surfaces decontaminated after a spill?				
Potentially infectious materials centrifuged properly?				
Plastic substituted for glass when possible?				

**Waste Disposal**

	Yes	No	N/A	
All potentially biohazardous materials properly decontaminated before disposal?				
Lab personnel are familiar with procedures for disposal of sharps containers?				
Proper broken glass disposal?				
Does the lab operate an autoclave?				
Location?	Building:			
	Room:			
Are appropriate autoclave bags used?				
Leak-proof container utilized for transport of waste to the autoclave facility?				
Lab maintain control of unautoclaved waste until the cycle has begun?				
Does the lab generate Regulated Medical Waste (RMW)?				
Are appropriate disposal procedures for RMW followed?				

**III. Facilities Overview**

	Yes	No	N/A	
Separate desk space and break area available?				
Food stored outside lab in designated area?				
Access to laboratory restricted?				
Access doors properly labeled?				
Emergency response guide located on/near lab door?				
Emergency numbers posted beside phone?				

**IV. Safety Manual Documentation**

Comments:

	Yes	No	N/A	
Is safety manual available and signed within the past year?				
Is a current Chemical Hygiene Plan (CHP) in manual?				
Is a current Exposure Control Plan (ECP) in manual?				
Is all training documented in lab safety manual?				
Is laboratory specific safety training documented?				
Is a copy of the approved protocol in the lab safety manual?				
NIH Guidelines hardcopy or bookmarked on laboratory computer?				<a href="http://oba.od.nih.gov/oba/rac/Guidelines/NIH_Guidelines_new.pdf">http://oba.od.nih.gov/oba/rac/Guidelines/NIH_Guidelines_new.pdf</a>
CDC BMBL hardcopy or bookmarked on laboratory computer?				<a href="http://www.cdc.gov/biosafety/publications/bmb15/BMBL.pdf">http://www.cdc.gov/biosafety/publications/bmb15/BMBL.pdf</a>

**V. General Laboratory Inspection**

	Yes	No	N/A	
Are eyewash and shower available & tested?				
Fire extinguishers present and inspected?				
First-aid kit readily available?				
Handwashing sink available with liquid hand soap & paper towels?				
Lab is easily cleaned and decontaminated?				
Lab chairs covered with non-porous surface?				
Is proper disinfectant available for use?				
Chemical spill supplies available?				
Proper vacuum line set-up?				
Access restricted to human pathogens and OPIM?				
Biohazard labels present on all applicable equipment?				
All refrigerators/freezers/microwaves labeled "no food or drink"?				
Appropriate containment for transport and storage of potentially infectious materials?				
Are gas cylinders secured and capped?				
Animals and plants unassociated with laboratory work are absent from area?				

**VI. BSC Specific Inspection:**

Comments:

	Yes	No	N/A
Is a BSC(s) in use?			
Class:			
Type:			
Certified by:			
Certification expiration:			
BSC used for infectious aerosol generating procedures?			
BSC properly cleaned on routine basis?			
Materials are not stored in the BSC?			
Are UV lights installed in the BSC?			
Proper disposal of serological pipets?			
Proper vacuum line trap set-up in BSC?			

**VII. BSL2+ Specific Considerations:**

	Yes	No	N/A
Appropriate door and equipment signage in place?			
Negative airflow relative to uncontaminated areas?			
Containment equipment required for centrifugation?			
Disposable wrap-around lab gowns with knitted cuffs available?			

[http://ehs.uky.edu/docs/pdf/bio\\_s\\_viral\\_vector\\_present\\_0001.pdf](http://ehs.uky.edu/docs/pdf/bio_s_viral_vector_present_0001.pdf)

**VIII. Animal Facility Specific Considerations:**

	Yes	No	N/A
Are appropriate biohazard signage posted?			
PPE entry requirements posted?			
Emergency contacts listed?			
24/7 number listed?			
Signage updated annually?			
Appropriate PPE available?			

Comments Summary:

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