

**Laboratory Audit Checklist**

**Designed for Biomedical Laboratories  
Operating at BSL-1, BSL-2, or BSL-2+**

Name of PI:  Date of Audit

Laboratory Location and Room Number:

**Protocol Specific Information**

Information is obtained from IBC registration forms.

	YES	NO	N/A	Comments
Name/Type of Agent				<input type="text"/>
Is the agent replication defective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Biosafety Level			<input type="text"/>	
NIH Guideline Category:				<input type="text"/>
Are toxins of biological origin, such as conotoxin, tetrodotoxin, or ricin, used in this research?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Personnel, Training, and Documentation Information**

	YES	NO	N/A	Comments
<b>Personnel and Training</b>				
Researcher has experience working with agent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Number of persons conducting work?			<input type="text"/>	
Who is the designated lab supervisor?				<input type="text"/>
Personnel have experience with proposed research?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personnel receive lab specific safety training prior to commencement of work in the lab?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
How is proficiency of lab personnel measured after training?				<input type="text"/>
Personnel receive training for bloodborne pathogen standard? (OSHA 1910.1030) <a href="http://ehs.uky.edu/classes/bloodborne/bptrain.html">http://ehs.uky.edu/classes/bloodborne/bptrain.html</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personnel receive training for hazardous materials? <a href="http://ehs.uky.edu/ehs_webquiz/quizzes/takequiz.asp?id=XKQOO%20%20">http://ehs.uky.edu/ehs_webquiz/quizzes/takequiz.asp?id=XKQOO%20%20</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personnel receive training for biological safety? <a href="http://ehs.uky.edu/classes/biosafety/class.html">http://ehs.uky.edu/classes/biosafety/class.html</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Documentation</b>				
Is all training documented in lab safety manual?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Is a current Chemical Hygiene Plan (CHP) available?

Is a current Exposure Control Plan (ECP) available?

Are personnel aware of CHP and ECP?

Documentation that personnel receive HepB immunization or signed declination on file?

Documentation that personnel receive appropriate immunizations for the agent to be manipulated?

Is a copy of the approved protocol in the lab safety manual?

Written biohazard disposal procedures in lab safety manual?

PI or Lab supervisor aware of Export Controls?

Comm. Dept. Export Control: <http://206.151.87.67/docs/Export%20Controls.pdf>

NIH Guidelines available to lab personnel?

NIH Guidelines: [http://oba.od.nih.gov/oba/rac/guidelines\\_02/NIH\\_Gdlnes\\_Ink\\_2002z.pdf](http://oba.od.nih.gov/oba/rac/guidelines_02/NIH_Gdlnes_Ink_2002z.pdf)

CDC BMBL present in lab?

(BMBL-Biosafety in Microbiological and Biomedical Laboratories)

CDC BMBL: <http://www.cdc.gov/OD/ohs/biosfty/bmb15/bmb15toc.html>

**Additional Comments:**

**Laboratory Practices and Safety Equipment**

	YES	NO	N/A	Comments
Access to laboratory restricted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Access restricted to human pathogens and OPIM?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sink for handwashing in each lab?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Liquid hand soap available at each handwashing sink?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Paper towels available at all sinks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do personnel wash hands after removing gloves, after working with potentially hazardous material, and before leaving the lab?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eating, drinking, smoking, handling contact lenses, and applying cosmetics prohibited in the lab?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Food stored outside lab in designated area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Separate desk space and break area available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Policies for safe handling of all types of sharps are implemented?

Plastic substituted for glass when possible?

Broken glass is handled by mechanical means (broom and dustpan available)?

Proper broken glass disposal?

Used needles, syringes, and other sharps placed in appropriate containers for disposal?

Lab personnel are familiar with disposal procedures for sharps containers?

Is proper disinfectant available for use?

Are work surfaces decontaminated when work is completed for the day?

Are work surfaces decontaminated after a spill?

Are all potentially biohazardous materials and materials that have been contaminated with these materials properly decontaminated before disposal?

Does the lab operate an autoclave?

Location:

Are appropriate autoclave bags used?

Color:

Proper disposal of serological pipets?

BSL2+: hard-sided waste container with foot operated lid in use?

Does the lab maintain control of unautoclaved waste until the cycle has begun?

Does the lab utilize an appropriate leak-proof container for transport of waste to the autoclave facility?

Does the lab generate waste requiring a red bag? Are appropriate disposal procedures for this waste followed?

Access doors properly labeled?

Emergency numbers posted beside phone?

Emergency response guide located on/near lab door?

Biohazard labels present on all applicable equipment?

All refrigerators/freezers/microwaves labeled "no food"

or drink"?

Appropriate 2° containment utilized for transport and storage of potentially infectious materials?   
<http://ehs.uky.edu/biosafety/sec-containment.html>

Spills and accidents reported to the lab supervisor?

Spill response completed by trained personnel?   
(Not custodial staff or PPD)

Lab supervisor familiar with accident reporting?   
<http://ehs.uky.edu/ohs/accident.html>

Animals and plants not associated with the work are not allowed?

Biological Safety Cabinet(s) used whenever procedures with potential for creating infectious aerosols or splashes are conducted?

Class:	Type:
Certified By:	
Certification Expiration:	

Materials are not stored in the BSC?

BSC is properly cleaned on a routine basis?

BSL2+: proper waste disposal procedures are utilized within BSC?

Are UV lights installed in the BSC?

Are they used properly (sash down, BSC empty)?

Potentially infectious materials centrifuged?   
BSL2+: Containment equipment required.

Appropriate PPE is available and utilized?

PPE is not worn outside of lab?

Disposable gloves are not washed or reused?

Latex/Nitrile
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BSL2+: disposable wrap-around lab gowns with knitted cuffs available?

**Laboratory Facilities**

Lab doors closed at all times?

Lab is easily cleaned and decontaminated? Good housekeeping?

Lab chairs covered with non-porous surface?

Vacuum line protected in place?

Are eyewash and shower available?

Negative airflow relative to uncontaminated areas?

BSL2+: appropriate door and equipment signage in place?

**General Safety**

Fire extinguishers present and inspected?

Chemical spill supplies available?

Are gas cylinders secured and capped?

First Aid Kit readily available?

Folding step stool available?

**Animal Facilities**

Location and Room Number:

	Yes	No	N/A
Are Animals used in this research?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are appropriate biohazard sign posted?

Appropriate biosafety level posted?

PPE entry requirements posted?

Emergency contacts listed?  
[24/7 number and updated annually.]

Appropriate PPE available?

Comments: