

University of Nebraska Medical Center, University of Nebraska at Omaha and Nebraska Medicine

Laboratory Biosafety Compliance Inspection Checklist for Biosafety Level 2 (BSL2) Facilities

Queries are based on Appendix G of the *NIH Guidelines* (April 2019) [NIH Guidelines April 2019](#) and the Biosafety Level 1 & 2 sections of the *Biosafety in Microbiological and Biomedical Laboratories*, 6th Edition, 2020 [BMBL 6thEd cdc.gov](#)

Principal Investigator(s):		Inspector(s):	
Date of Inspection:	Laboratory Location(s):	Laboratory Representative at Inspection:	
IBC protocol(s):	Reason for Inspection		
	New Protocol Incident Response	Request for Change Other:	Continuing Review
Protocol Title(s):			
Biohazardous Agent(s) in protocol(s):			
Compliance Required Items			
1. The PI is aware of their responsibility to adhere to and institute all University and Federal guidelines and policies related to Biosafety.			
Yes	No	N/A	
Notes:			
2. Are select agents used in this laboratory?			
Yes	No	N/A	
If yes, have all requirements of the Select Agent Program been instituted?			
Yes	No	N/A	
Notes:			
3. Are any biohazardous agents used in animals?			
Yes	No	N/A	
If yes, list procedures and related protocol numbers.			
Notes:			
4. An up-to-date biohazard sign is posted on the entrance(s) to the laboratory space(s). Contains proper BSL#, contacts, and hazard notice.			
Yes	No	N/A	
Notes:			
5. Does this laboratory plan to ship biological material?			
Yes	No	N/A	
If yes, are there lab members trained on packaging and shipping procedures? <i>(Note: shipping with dry ice also requires training)</i>			
Yes	No	N/A	
Notes:			
6. Research has been approved by the IBC, and protocol(s) indicate all expected agents that will be used.			
Yes	No	N/A	
Notes:			
7. Students/staff working with biohazardous agents are listed on the IBC protocol(s) corresponding to those agents.			
Yes	No	N/A	
Notes:			
8. Training is provided to, and documented for, all personnel that will perform work within the laboratory.			
Yes	No	N/A	
Notes:			
9. The PI ensures that laboratory personnel demonstrate proficiency in knowledge and skill for all training events BEFORE work with biohazardous agents commences.			
Yes	No	N/A	
Notes:			
10. The availability of the UNMC Biosafety Manual has been communicated to all lab personnel, it and any lab specific training needs are reviewed annually at minimum or upon changes to reagents, equipment, procedures, or policies.			
Yes (online or print)	No	N/A	
Notes:			

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11. Laboratory personnel are provided with information and resources related to immune competence, medical surveillance, immunization opportunities, and working conditions that may predispose them to infection.	Yes	No	N/A
Notes:			
12. Laboratory personnel are provided resources for self-identifying to Employee Health, and are encouraged to do so for appropriate counseling and guidance on personal health concerns related to biohazardous risks or incidents.	Yes	No	N/A
Notes:			
13. Resources for Incidents, Exposures, Near Miss/Potential Hazards, and Compliance or Biosafety concerns are available to all lab personnel. Incident, exposure, and emergency response policies are physically posted in the lab.	Yes	No	N/A
Notes:			
14. Pest Control Policy is available, and no pest management problems have been observed within the laboratory space(s)	Yes	No	N/A
Notes:			
15. Laboratory access is overseen by the PI and is limited or restricted while work with biohazardous agents is in progress.	Yes	No	N/A
Notes:			
16. Individuals entering the laboratory are advised of potential hazards and meet any specific entry requirements. (Show biohazard sign present at entrance).	Yes	No	N/A
Notes:			
17. Animals and plants not associated with performed work and children are not permitted to enter the laboratory.	Yes	No	N/A
Notes:			
18. Laboratory equipment is routinely decontaminated after use or contamination events, and before being removed from the laboratory.	Yes	No	N/A
Notes:			
19. Work surfaces are decontaminated with an appropriate disinfectant at least daily, and after any biohazardous spill/splash.	Yes	No	N/A
List disinfectant(s) used:			
Notes:			
20. Disposable pipettes and pipette tips WHETHER CONTAMINATED OR NOT are placed into a sturdy puncture-proof container and disposed as biohazardous waste.	Yes	No	N/A
Notes:			
21. Broken glass is handled with forceps or brush/dustpan rather than by hand to prevent cuts. A hard-walled container is available for disposal.	Yes	No	N/A
Notes:			
22. Glass that contained biohazardous materials is disposed as biohazardous waste in a hard-walled container.	Yes	No	N/A
Notes:			
23. Cultures, stocks, and other potentially infectious liquids are inactivated with appropriate disinfectant prior to disposal, such that bioactive materials do not enter drains or sit in waste containers that won't immediately be sterilized.	Yes	No	N/A
Notes:			
24. Biohazardous waste is transported off-site for decontamination, and a backup plan is in place.	Yes	No	N/A
A durable leak-proof container is used for transport. "Regular" trash should not take up space in biohazardous waste receptacles. Bags should always be tied/sealed appropriately before transport.			
Notes:			

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25. Open flames are utilized in this laboratory. (If yes, indicate why). Ensure safety precautions are in place.	Yes	No	N/A
Notes:			
26. Consuming food or drink, handling contact lenses, applying cosmetics and other <i>personal</i> tasks are permitted only in non-laboratory areas. Food and beverage for human consumption are stored outside the work area in locations labeled and designated for this purpose.	Yes	No	N/A
Notes:			
27. All samples and reagents are clearly labeled and stored properly.	Yes	No	N/A
Notes:			
28. Biohazardous materials are placed in a secondary durable, leak-proof container during collection, storage, and transport.	Yes	No	N/A
Notes:			
29. All procedures are carefully performed by trained personnel to minimize the creation of spills, splashes, cuts, sticks, and other potential exposures.	Yes	No	N/A
Notes:			
30. Aerosol producing procedures during the manipulation of infectious materials are conducted within a biological safety cabinet or other physical containment device. (<i>Pipetting, centrifugation, sonication, dissociation, grinding, blending, shaking, mixing, opening containers of biohazardous materials, etc.</i>)	Yes	No	N/A
Notes:			
31. Sharps are only used if alternatives are not available, if sharps must be used there are policies for safe handling and disposal of sharps instituted and available. (<i>Needles, scalpels, razor blades, glass slides or cover slips, etc.</i>)	Yes	No	N/A
Notes:			
32. Sharps are disposed of in an appropriate container; i) hard walled/puncture proof, ii) lid or closure that reduces capability of reaching inside, iii) properly labeled for use and hazards, iv) never more than 75% full, and v) near the point of use.	Yes	No	N/A
Notes:			
33. Mouth pipetting is prohibited.	Yes	No	N/A
Notes:			
34. PPE are available and utilized to perform experiments or handle items in the laboratory space. PPE should be removed properly, retained and decontaminated or disposed of within the laboratory before leaving the room.	Yes	No	N/A
Notes:			
35. Protective clothing that is reused (coats, scrubs) is laundered by the Institution or through another commercial arrangement and are never taken home.	Yes	No	N/A
Notes:			
36. Personnel are instructed to wash their hands <i>after</i> handling infectious materials or removing gloves, and <i>before</i> leaving the laboratory to a non-laboratory area. Washing hands prior to work may reduce external contamination to research.	Yes	No	N/A
Notes:			
37. Regarding glove use, the following guidelines are enforced			
a. Always used during laboratory tasks and procedures.			
b. Material selection is based on appropriate risk assessment and non-latex gloves are available.			
c. Never worn outside the laboratory or used to open doors.			
d. Changed when contaminated or if integrity is compromised, never reused.			
e. Disposed with biohazardous laboratory waste, and never in the regular waste stream if hazardous materials were handled.	Yes	No	N/A
Notes:			
38. Long hair is covered or restrained so that it cannot contact hands, specimens, containers, or equipment.	Yes	No	N/A
Notes:			

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39. The laboratory is adequately designed unless one or more of the following items need to be addressed.			
a. Doors are self-closing and have locking mechanisms in accordance with Institutional policies. <i>(Sterilize door handles regularly)</i>			
b. An eyewash station is readily available and routinely tested.			
c. A sink is available for hand washing, ideally located near the exit.			
d. Work surfaces are impervious to water and resistant to chemicals.			
e. Windows either do not open or are fitted with sufficient screening.			
f. Illumination is adequate for all activities.			
g. The space is designed to be easily cleaned (sufficient space between benches, cabinets, and equipment for accessible cleaning, and chairs, furniture, and flooring are non-fabric.			
h. Furniture is sturdy and appropriate for the tasks performed.			
Yes	No	Corrected during inspection	N/A
Notes:			
40. A biohazard symbol/sticker is visible on all equipment used during the manipulation or storage of biohazardous agents.			
Yes	No	Corrected during inspection	N/A
Notes:			
41. Biological Spill Procedures are physically posted for reference in time of need, personnel are familiar with procedures.			
Yes	No	Corrected during inspection	N/A
Notes:			
42. If centrifugation of biohazardous agents is done outside of a BSC, biohazards are contained before exiting the BSC. Tubes, rotor heads with lids, safety cups on swing buckets, or alternative secondary containment is used. <i>In event of failure/potential contamination during use, the centrifuge is left to sit for one hour before it is opened and cleaned.</i>			
Yes	No	Corrected during inspection	N/A
Notes:			
43. A biological safety cabinet is available for the containment of procedures utilizing biohazardous agents, AND procedures are in place for the proper use of the BSC.			
Yes	No	Corrected during inspection	N/A
How many BSCs are available?		List the date(s) of last certification:	
Class Type(s):	Class I Class II A1 Class II A2 Class II B1 Class II B2 Class III Other:		
Notes:			
44. An in-house vacuum line or mechanical vacuum system is in use.			
Yes	No	Corrected during inspection	N/A
If yes, are any modifications needed?			
Notes:			
Please sign below to verify the completion of this laboratory inspection			
PI/Laboratory Representative Printed Name		Role/Title	
PI/Laboratory Representative Signature		Date	
Inspector Printed Name		Role/Title	
Inspector Signature		Date	