



Biosafety Laboratory Safety Audit

Illinois State University

Title Page

Building & Room Number

Text answer

PI Name(s)

Text answer

Protocol Number(s) (If applicable)

Text answer

BSL

Select one

☐ BSL 1

☐ BSL 2

☐ No BSL

Room Type

Text answer

Date of Audit

Date/time

Enter Date and Time:

__ __ / __ __ / __ __ __ __

__ __ : __ __ AM / PM

Conducted by

Text answer

Inspection

Training and Documentation

Have lab employees completed appropriate CITI Biosafety Training and supplemental laboratory-specific safety training for the hazards present in the laboratory?

Select one

- ☐ Yes
- ☐ No
- ☐ N/A
- ☐ N/O

Have lab specific SOP's been developed and reviewed by lab personnel prior to performing related tasks?

Select one

- ☐ Yes
- ☐ No
- ☐ N/A
- ☐ N/O

Emergency Planning and Response

Is the Building Emergency Response Plan available and are employees familiar with fire safety and building evacuation procedures, evacuation routes, assembly areas, fire alarm pull stations, and fire extinguishers?

Select one

- ☐ Yes
- ☐ No
- ☐ N/A
- ☐ N/O

Is emergency contact information posted and legible at the lab entrance and near telephone(s) (i.e. supervisor's name & both office and cellphone #, Dept. #, EHS #, 911 and list of authorized personnel/lab workers)?

Select one

- ☐ Yes
- ☐ No
- ☐ N/A

☐ N/O

Are appropriate spill cleanup materials available and laboratory staff familiar with their location and procedures?

Select one

☐ Yes

☐ No

☐ N/A

☐ N/O

Is safety equipment unblocked and accessible/visible? (fire extinguishers, fire alarm pull stations, strobes, speakers, eye washes, safety showers, etc.)

Select one

☐ Yes

☐ No

☐ N/A

☐ N/O

Are eyewash/shower inspections current? Are eyewash/showers unobstructed?

Select one

☐ Yes

☐ No

☐ N/A

☐ N/O

Do fire extinguishers located near or in the room have current inspections (within the past 12 months)?

Select one

☐ Yes

☐ No

☐ N/A

☐ N/O

Engineering Controls, Clothing, and Personal Protective Equipment

Are chemical fume hood and/or biosafety cabinet certifications

Select one

current?

☐ Yes

☐ No

☐ N/A

☐ N/O

Are chemical fume hoods and/or biosafety cabinets functioning appropriately?

Select one

☐ Yes

☐ No

☐ N/A

☐ N/O

Are equipment and materials used in fume hoods and/or biosafety cabinets appropriate and not interfering with proper function or posing a safety hazard?

Select one

☐ Yes

☐ No

☐ N/A

☐ N/O

Are lab employees wearing appropriate clothing? (i.e. shoes that fully cover feet and pants that cover below the knee. If BSL-2, lab coats must be worn by lab workers.)

Select one

☐ Yes

☐ No

☐ N/A

☐ N/O

Is appropriate eye and face protection provided and worn when there is a risk of eye injury or harmful exposure, such as handling liquid cultures, spread plating, or performing procedures that may create a splash?

Select one

☐ Yes

☐ No

☐ N/A

☐ N/O

Are appropriate gloves being provided and worn when there is a risk of injury or harmful exposure?

Select one

☐ Yes

☐ No

☐ N/A

☐ N/O

Chemical Safety

Is a chemical list available and are applicable SDSs readily accessible to lab workers?

Select one

☐ Yes

☐ No

☐ N/A

☐ N/O

Are chemical storage containers compatible, appropriate, and in good condition?

Select one

☐ Yes

☐ No

☐ N/A

☐ N/O

Are chemical storage containers labeled appropriately?

Select one

☐ Yes

☐ No

☐ N/A

☐ N/O

Are liquids stored away from shelf edges and at or below 5 feet?

Select one

☐ Yes

☐ No

☐ N/A

☐ N/O

Are containers properly segregated by hazard class (e.g., flammables away from oxidizers, acids separate from bases, incompatible acids separated)?

Select one

☐ Yes

☐ No

☐ N/A

☐ N/O

Are flammable chemicals being stored in a fridge and if so, is the fridge intrinsically safe?

Select one

☐ Yes

☐ No

☐ N/A

☐ N/O

Are peroxide forming chemicals being labeled with appropriate dates (received, opened, and 6-month test date)?

Select one

☐ Yes

☐ No

☐ N/A

☐ N/O

Are bottle carriers or carts available and utilized when transporting hazardous materials between work areas?

Select one

☐ Yes

☐ No

☐ N/A

☐ N/O

Are proper signs or demarcation used to designate areas where hazardous materials are being used?

Select one

☐ Yes

- ☐ No
- ☐ N/A
- ☐ N/O

Biological Safety

Are biohazard signs posted on the exterior of labs with BSL-1 or BSL-2 research?

Select one

- ☐ Yes
- ☐ No
- ☐ N/A
- ☐ N/O

Are biohazard signs and labels placed on equipment and supplies used for handling, storage, or transportation of biohazardous material?

Select one

- ☐ Yes
- ☐ No
- ☐ N/A
- ☐ N/O

Are disinfectants available for sanitizing bench tops, equipment, waste, and spill response?

Select one

- ☐ Yes
- ☐ No
- ☐ N/A
- ☐ N/O

Is laboratory furniture sturdy with surfaces for easy cleaning and contamination? (Cloth chairs and stools should not be in any BSL-2 lab)

Select one

- ☐ Yes
 - ☐ No
 - ☐ N/A
 - ☐ N/O
-

Compressed and Cryogenic Gas Safety

Do cryogenic cylinders and/or dewars appear to be in good condition? Is appropriate PPE available for use (i.e. gloves, lab coat, face shield)?

Select one

- ☐ Yes
- ☐ No
- ☐ N/A
- ☐ N/O

Are cylinders and/or dewars properly stored, secured, labeled, and segregated (i.e. flammable gas and oxygen)?

Select one

- ☐ Yes
- ☐ No
- ☐ N/A
- ☐ N/O

Equipment and Physical Hazards Safety

Is equipment that poses a safety hazard adequately guarded/shielded?

Select one

- ☐ Yes
- ☐ No
- ☐ N/A
- ☐ N/O

Is a centrifuge located in the lab?

Select one

- ☐ Yes
- ☐ No
- ☐ N/A
- ☐ N/O

If answer is Yes

Answer Question(s) 2.0, 2.1, 2.2,
2.3, 2.4

2.0 - Is the centrifuge provided with a solid cover and safety interlock to prevent opening until it has come to a complete stop?

Select one

- ☐ Yes
 - ☐ No
 - ☐ N/A
 - ☐ N/O
-

2.1 - Are lab workers trained on centrifuge operating procedures (i.e. balancing loads, waiting 5-10 minutes to open after use, use of sealed primary tubes, overfilling, pre-use inspection, decontamination, and unusual operating conditions)?

Select one

- ☐ Yes
 - ☐ No
 - ☐ N/A
 - ☐ N/O
-

2.2 - Does the centrifuge have a biohazard label?

Select one

- ☐ Yes
 - ☐ No
 - ☐ N/A
 - ☐ N/O
-

2.3 - Are secondary containment devices used with the centrifuge (i.e. safety buckets)?

Select one

- ☐ Yes
 - ☐ No
 - ☐ N/A
 - ☐ N/O
-

2.4 - Are safety buckets and rotors equipped with gaskets that are in good condition?

Select one

- ☐ Yes
- ☐ No
- ☐ N/A
- ☐ N/O

Are extension cords, surge protectors, and multi-plug devices being used properly and within limitations (i.e. no daisy chaining, permanent installation, etc.)?

Select one

☐ Yes

☐ No

☐ N/A

☐ N/O

Are all cords of electrical equipment in good condition?

Select one

☐ Yes

☐ No

☐ N/A

☐ N/O

Are Ground Fault Circuit Interrupters (GFCI) installed within 6 feet of any water source?

Select one

☐ Yes

☐ No

☐ N/A

☐ N/O

Are all gas and water lines free of leaks and functioning properly?

Select one

☐ Yes

☐ No

☐ N/A

☐ N/O

General Laboratory Safety

Are refrigerators and freezers clearly labeled "No Food or Drink"?

Select one

☐ Yes

☐ No

☐ N/A

☐ N/O

Does eating and drinking occur in authorized areas only?

Select one

- ☐ Yes
- ☐ No
- ☐ N/A
- ☐ N/O

Is the lab secure and the door locked when no one is in lab?

Select one

- ☐ Yes
- ☐ No
- ☐ N/A
- ☐ N/O

Is housekeeping maintained in the lab? (i.e. aisles free of clutter, unobstructed egress pathways and exits, neat and orderly storage and operations, 18-24 inches of clearance from the ceiling except for perimeter walls, etc.)

Select one

- ☐ Yes
- ☐ No
- ☐ N/A
- ☐ N/O

Are there any evident or reported facility-related issues?

Select one

- ☐ Yes
- ☐ No
- ☐ N/A
- ☐ N/O

Is a sink and appropriate supplies available for handwashing?

Select one

- ☐ Yes
 - ☐ No
 - ☐ N/A
 - ☐ N/O
-

Are personal belongings kept outside of the active work areas in BSL-2 labs?

Select one

- ☐ Yes
 - ☐ No
 - ☐ N/A
 - ☐ N/O
-

Are laboratory windows that can be opened equipped with fly screens?

Select one

- ☐ Yes
 - ☐ No
 - ☐ N/A
 - ☐ N/O
-

Chemical, Biological, and Sharps Waste Management

Are hazardous waste containers properly selected, stored, segregated, labeled, and closed when not in use? Are mixed waste containers provided with a log of constituents by product name and amount?

Select one

- ☐ Yes
 - ☐ No
 - ☐ N/A
 - ☐ N/O
-

Are red sharps containers readily available, stored, used, and managed appropriately (e.g., not overfilled, closed, discarded, etc.)?

Select one

- ☐ Yes
 - ☐ No
 - ☐ N/A
 - ☐ N/O
-

Are appropriate glass disposal boxes used to dispose of noncontaminated, broken, or discarded glassware? Are the boxes in good condition and not overfilled?

Select one

- ☐ Yes

- ☐ No
- ☐ N/A
- ☐ N/O

Is biohazardous waste that cannot be autoclaved appropriately treated with chemical disinfectant prior to disposal?

Select one

- ☐ Yes
- ☐ No
- ☐ N/A
- ☐ N/O

Are appropriate biohazard bags and containers with closable lids used for collecting waste for autoclaving and disposal without autoclaving?

Select one

- ☐ Yes
- ☐ No
- ☐ N/A
- ☐ N/O

Comments

Any additional comments?

Text answer