Colgate University
Biosafety Risk Group 2 (RG-2) Inspection Form

BIOSAFETY CHECKLIST: Reference: CDC BMBL 5th Edition

PRINCIPAL INVESTIGATOR: _____ INSPECTION DATE: _____
BUILDING: _____
ROOM NUMBER: _____

Biosafety Level 2	Yes	No	N/A	Comments
A. Standard Microbiological Practices				
1. Access limited when experiments in progress.				
2. Persons wash hands after work w/cultures & removing gloves, before leaving lab.				
3. Eating, drinking, storing food, etc. prohibited.				
4. Mouth pipetting prohibited; pipettors used.				
5a. Sharps handling policies in place. 5b. Sharps disposed in biohazardous sharps containers. 5c. Broken glassware is only handled by mechanical means. 5d. Plastic ware is substituted for glassware whenever possible. 5e. Disposable needles are not bent, sheared, broken, recapped, removed from disposable syringes, or otherwise manipulated prior to disposal. 5f. Syringes that "re-sheath" the needle or needleless systems are used when appropriate.				
6. Splashes & aerosols are minimized.				
7a. Work surfaces disinfected after completion of work and after any spill. 7b. Biohazard spill cleanup kit available.				

8. Regulated waste disposed properly.				
9. A biohazard sign, PI/Emergency contact information, and biosafety level are posted on entry door(s) to lab.				
10. Insect & rodent control program in place.				
11. PI ensures personnel receive appropriate training.				

B. Special Practices:	Yes	No	N/A	Comments
1. Students and or laboratory staff has been advised of hazards.				
2. Laboratory staff is provided medical surveillance and appropriate immunizations if applicable.				
3. Policy in place regarding baseline serum for at risk personnel, as appropriate.				
4. A laboratory-specific biosafety manual has been prepared and adopted as policy.				
5. The PI has ensured laboratory staff demonstrates proficiency in standard and special microbiological practices.				
6. Infectious agents are placed in a durable, leak proof container during collection, handling, storage and transport.				
7. Policies for containing and decontaminating spills are in place. Laboratory equipment decontaminated after spills, before repair, maintenance, or removal from lab.				
8. Policies for accidental exposures are in place.				
9. Animals & plants not involved in work not found in lab.				
10. Experimental procedures that generate aerosols are be conducted within the biosafety cabinet.				

11. Equipment and storage areas for use with biohazard are properly labeled. Agents are properly labeled.				
C. Safety Equipment (Primary Barriers)	Yes	No	N/A	Comments
1. Biosafety cabinet is certified annually.				
2a. Lab coats/gowns designated for lab use is worn by all personnel for work with biohazardous agents. 2b. Lab coats/gowns removed before leaving for non-lab areas. 2c. Dispose Lab clothing appropriately or deposit for launder on-site. Lab coats/gowns are not taken home for laundering.				
3. Eye and face protection is available for procedures with potential of aerosols/splashes generation with biohazardous agents that is not conducted in the BSC cabinet or other containment device.				
4a. Gloves worn when working with biohazardous agents. 4b. Gloves not be worn outside the laboratory in non-lab areas. 4c. Gloves changed when contaminated or integrity compromised. 4d. Disposable gloves not washed or reused.				
5. Eye, face and respiratory protection should be used in rooms containing infected animals, as determined by risk assessment.				
D. Laboratory Facilities (Secondary Barriers)	Yes	No	N/A	Comments
1. Laboratory doors self-closing and have locks.				
2. Labs have hand wash sink.				
3. Lab is easily cleaned. No carpets or rugs.				

4. Lab furniture is sturdy. Spaces accessible for cleaning. Bench top impervious to water and resistant to chemicals. Chairs used in laboratory covered with a non-porous material.				
5. Illumination is adequate, avoiding glares and reflections that could impede vision.				
6. BSCs located away from doors, heavily traveled areas, etc, to maintain airflow.				
7. Vacuum lines protected by disinfectant traps & HEPA filters or equivalent.				
8. Eyewash readily available.				
9. Recommended inward flow of air without recirculation to spaces outside of the lab.				
10. Air from class II BSC is re-circulated into the lab if cabinet tested and recertified annually or can also be connected to lab exhaust system by either thimble (canopy) or direct (hard) connection.				
E. Institutional Biosafety Committee	Yes	No	N/A	Comments
1. IBC review and approval of agent(s).				
2. Changes/modifications reported to IBC.				
3. Biosafety training for all staff in date.				
4. If shipping biohazardous agents, appropriate DOT/IATA training completed and applicable permits in place.				

Other Comments:

Date _____ Signature of Inspector_____