

**Vanderbilt University
Environmental Health & Safety
Laboratory Safety Audit
Biosafety Level 2**

Investigator Information	
Today's Date:	
Principle Investigator:	
Department :	
Mailing Address:	
Phone Number:	
Email:	
Contact Other than PI:	

Laboratory Information		
Location(s):		Phone:
Location(s):		Phone:
Location(s):		Phone:
Emergency Contact:		Emergency Phone #:
#of Post Docs:	#Technicians:	#Grad Students:
		#Undergrads:
		#Interns:
		#Ph.D.
		#M.D.

Hazard Identification		
Hazard:		Biosafety Level:
Hazard:		Biosafety Level:

Committee Approvals		
IBC:		Approval Date:
IRB:		Approval Date:
IACUC:		Approval Date:

Facilities			
1. Lockable doors provided for facilities that house restricted agents (as defined in 42 CFR 72.6)	Y	N	N/A
2. Hand Sink available? Towels and Soap present?	Y	N	N/A
3. Laboratory floors easily cleaned? Carpets and rugs are inappropriate.	Y	N	N/A
4. Benchtops impervious to water and are resistant to moderate heat and disinfectants?	Y	N	N/A
5. Lab furniture is capable of supporting anticipated loading and uses. Spaces between benches, cabinets, and equipment accessible for cleaning? Chairs covered with with a easily cleaned (non-fabric) material?	Y	N	N/A
6. Eyewash available and in working condition? Date last inspected?	Y	N	N/A
7. Are windows fitted with fly screens?	Y	N	N/A
8. Biological Safety Cabinet located away from doors and heavily traveled areas, and other disruptive equipment so as to maintain cabinet's air flow parameters for containment?	Y	N	N/A

Equipment			
1. Biological Safety Cabinets in use?	Y	N	N/A
(i) Class: Make: Model: Serial #:			
Certifier: Date Last Certified:			
(ii) Class: Make: Model: Serial #:			
Certifier: Date Last Certified:			
(iii) Class: Make: Model: Serial # :			
Certifier: Date Last Certified:			
2. Clean air benches in use?	Y	N	N/A
Make: Model:			
Certifier: Date last Certified:			
3. Mechanical pipetting devices used?	Y	N	N/A
4. Other:			

Personal Protective Equipment			
1. Lab Coats/Protective Clothing worn while working in laboratory?	Y	N	N/A
2. Eye/Face protection used for potential splashes or sprays when outside the BSC?	Y	N	N/A
3. Gloves worn when hands may contact potentially infectious materials, contaminated surfaces, or equipment?	Y	N	N/A
4. Other:	Y	N	N/A
5. Other:	Y	N	N/A

Safe Practices			
1. Do Environmental Services staff enter your laboratory to remove trash and or clean? If yes, would you like this service to continue? Y N	Y	N	N/A
2. Access to laboratory is limited when experiments are in progress.	Y	N	N/A
3. Does hand washing occur after handling viable material and before leaving the lab?	Y	N	N/A
4. Eating, drinking, smoking, handling contact lenses and applying cosmetics are not permitted in the work areas. Food is stored outside the work area in designated cabinets or refrigerators.	Y	N	N/A
5. Mouth pipetting prohibited; mechanical pipetting devices are used.	Y	N	N/A
6. Are sharps containers used for disposal of syringes and other sharp items?	Y	N	N/A
7. All procedures are performed carefully to minimize the creation of splashes and aerosols.	Y	N	N/A
8. Work surfaces are decontaminated on completion of work or at the end of the day and after any spill or splash of viable material with disinfectants that are effective against the agents of concern.	Y	N	N/A
9. What disinfectant is used?			
10. All cultures, stocks, and other regulated wastes are decontaminated before disposal by an approved decontamination method such as autoclaving.	Y	N	N/A
11. Materials to be decontaminated outside of the immediate laboratory are placed in a durable, leakproof container and closed for transport.	Y	N	N/A
12. Is appropriate street clothing being worn by lab workers (i.e. no shorts or open-toed shoes)?	Y	N	N/A

Training/ Proficiency			
1. If staff are potentially exposed to blood or bodily fluid, Bloodborne Pathogens Training is required. Has all lab workers had this training?	Y	N	N/A
2. Are proficiency levels of lab workers checked? How?	Y	N	N/A
3. Other:	Y	N	N/A

Written Procedures

1. Do you have a copy or access to a copy of the CDC's <i>Biosafety in Microbiological and Biomedical Laboratories</i> 4 th Edition?	Y	N	N/A
2. Do you have a copy or access to a copy of the NIH Guidelines for Research Involving Recombinant DNA Molecules?	Y	N	N/A
3. Are there written laboratory procedures?	Y	N	N/A
4. Do you have a written Emergency Plan for this lab?	Y	N	N/A

Warning Signs

1. Have proper biohazard signs been posted on all outside doors to work area?	Y	N	N/A
2. Does lab equipment have proper biohazard signage? This includes Refrigerator, Incubators, Cold rooms, storage cabinets, and biosafety cabinets.	Y	N	N/A
3. Other:	Y	N	N/A

Biological Waste Disposal

1. Sharps are disposed into properly labeled sharps containers?	Y	N	N/A
2. Are there labeled non-sharp biological waste containers available?	Y	N	N/A
3. Are there liquid biological waste disposal procedures in place?	Y	N	N/A
4. Does this lab use an autoclave? Specify location.	Y	N	N/A
5. Are there pathological waste procedures in place?	Y	N	N/A

Emergency Preparedness

1. First Aid kit available and stocked?	Y	N	N/A
2. Are there disinfectant/absorbent materials available for spills?	Y	N	N/A
3. Are emergency phone numbers easily accessible?	Y	N	N/A