

# Marine Biological Laboratory

## Safety Inspection Policy

Initiated by: **MBL Safety Office**  
Date: **December 7, 2018**  
Revision: **Revision 0**

### 1.0 Purpose

The MBL Safety Office has the responsibility to inspect laboratories and facility areas for the safe and compliant use of hazardous material or equipment. These inspections cover a variety of topics including chemical and biological safety, chemical storage, engineering controls, administrative controls, personal protective equipment, general safety, hazard communication, electrical safety, and hazardous waste. These inspections are completed on an annual basis for all year-round laboratories and facility areas which contain physical hazards. Laboratories which are not year-round (those used by the Educational Courses or the Whitman Scientists), will be inspected as a unit under the Director of Education and Director of Research respectively. The MBL Safety Office will assist departments in providing an appropriate checklist and training to complete their own self-inspection.

### 2.0 Scope

This policy applies to all research and teaching laboratories at the MBL where hazardous materials are used. This policy also applies to facility areas where physical hazards are present.

This policy also provides guidance for the inspection, review and action plans for those laboratories using radioactive materials or lasers. However, the frequency of these inspections is dependent on the usage of radioactive isotopes or Class 3B or 4 lasers. Specific details of these inspections are covered in the Radiation Safety Manual and Laser Safety Manual.

### 3.0 Safety Inspection Checklists

The primary tools for accomplishing the inspections are the **Laboratory Inspection Checklist**, **Non-Laboratory Inspection Checklist** and the **Biosafety Laboratory Inspection Checklist** which will be completed by the MBL Safety Office. These evaluation records each contain over 50 individual check points which can be revised as needed or as regulatory requirements dictate. The checklist is used to record data gathered during the inspection process, to generate safety inspection reports, and collect data for statistical analysis reports. See checklists in Appendix A.

#### **4.0 Safety Inspection Frequency**

- 4.1 All year-round laboratories with hazardous materials and facility areas with physical hazards will be subject to a safety inspection at least once a year.
- 4.2 If a new hazard is introduced to the area, the MBL Safety Office must be made aware of the change. The primary source for understanding the introduction of new hazards to a laboratory is the resubmittal of the Research Safety Questionnaire by the researcher. If warranted by the Safety Office, the area will be inspected at that time.
- 4.3 If all hazardous materials and/or physical hazards are removed from a location, the area will no longer require an annual safety inspection.
- 4.4 For any newly established year-round laboratory, an inspection will take place upon completion of the MBL Research Safety Questionnaire, receipt of a chemical inventory by the MBL Safety Office and prior to the laboratory performing research work using hazardous materials.

#### **5.0 Safety Inspection Notification**

- 5.1 Each laboratory Principle Investigator (PI) or Department Manager will be notified by email with a minimum of a two weeks advanced notice for scheduling date/times when inspection is to take place.
- 5.2 The email will include the following information:
  - 5.2.1 Provide proposed dates for the safety inspection for the PI/Manager to accept or provide alternative dates.
  - 5.2.2 Information detailing items to be reviewed during the inspection (copy of the applicable checklists).
  - 5.2.3 Information as to how safety issues are reported to the PI or manager.
  - 5.2.4 Information on the escalation process for addressing any deficiencies.
- 5.3 If PI/manager does not reply to notification within 3 working days, an inspection will be scheduled for a date chosen by the inspector.
- 5.4 In preparation for the inspection, laboratory personnel will be encouraged to conduct self-inspections. Laboratory personnel are also encouraged to participate in the inspection.

#### **6.0 Safety Inspection Procedures**

- 6.1 A MBL Safety Manager will meet at the designated time at the laboratory. This inspector will provide their own personal protective equipment (safety glasses, laboratory coat and nitrile gloves) to be used as appropriate for area.
- 6.2 The inspector will have applicable safety checklist(s) on hand to review with PI/Manager or representative from the department. Generally, the inspector will review items in order as listed on the checklist.

- 6.3 During the inspection, the inspector will not interfere with any research or processes in progress. If any critical areas within the laboratory are not available for inspection, the inspector will return at a mutually agreed upon time.
- 6.4 As applicable, the inspector may engage with available staff in the laboratory to assess their understanding of MBL safety policies and to verify training has been conducted.
- 6.5 A safety inspection requires a minimum of 30 minutes for a small laboratory with few hazards and up to 90 minutes for a large laboratory with complex hazards or for a facility area with multiple rooms.
- 6.6 If the inspector deems a safety issue to be a risk of immediate danger to life, health or facilities during the inspection, the investigator will contact the PI/Manager or associates to resolve the issue. All work related to this safety issue will be discontinued until resolved.
- 6.7 After completing the checklist and at the inspector's discretion, a short verbal summary of any perceived deficiencies or recommendations may be provided to the attending representative(s).
- 6.8 A Safety Inspection Report will be sent to the PI/Department Manager by email within 5 business days from the date of inspection. This time frame may vary as needed. Alternatively, the inspector may set a date to meet with the PI or Manager to review the report.
- 6.9 The Safety Inspection Report will outline any deficiency and may include photographs of items of concern within report. Deficiencies have the following classifications:
  - 6.9.1 **MAJOR ISSUE:** Item with a potential high risk that is often non-compliant due to certification or a code violation. Major issues should be resolved as soon as possible; however, for those items which require longer than 90 days to rectify, a Safety Inspection Action Plan is appropriate for resolution (see section 7.4). Either the corrective action or an action plan to correct the issue must be provided within 30 days of receipt of the Safety Inspection Report. An example of a major issue would be a refrigerator blocking an electrical cabinet. The Fire Code requires a 36 inch clearance in front of an electrical cabinet. See Appendix B for a Safety Inspection Action Plan.
  - 6.9.2 **MINOR ISSUE:** Item with a low risk that is not compliant with general guidelines. Minor issues typically can be resolved within a 30 day period. A common example is a container not properly labelled, such as "ETOH" (short hand) instead of the required identification "Ethanol" on label.
  - 6.9.3 **RECOMMENDATION:** These items are compliant; however, they could be improved to reduce the potential safety risk. The report will include a specific recommendation for improvement. Examples are using more durable hoses for Bunsen burners or writing a Standard Operating Procedure for a task with potential hazards.

6.10 Upon review of report by the PI/ Manager, the Safety Inspection Report must be signed and dated by the PI/Manager and returned to the MBL Safety Department. A copy of this signed report by PI/Manager and Safety Manager will be returned to the PI/Manager. The original signed report will be kept on file in the MBL Safety Department.

## 7.0 Correction of Safety Issues

- 7.1 The Safety Inspection Report will highlight the deficiencies found in the laboratory and will -explain to the laboratory how to correct the deficiency. A 30 day follow up will be scheduled by the inspector from the date the report is signed by the PI/Manager. This follow up will check on the status of the deficiencies. If all the deficiencies are completed within 30 days, a final inspection report will be sent to the PI or Department Manager.
- 7.2 If the deficiencies remain uncorrected (or an action plan is not in place) at the time of the 30 day follow up, the inspector will send a findings report to the PI/Department Manager AND the Director of Research and/or Director of Education. If all the deficiencies are completed within 60 days of when the inspector or designee returns to the laboratory, a completed inspection report will be sent to the PI/Department Manager AND the Director of Research and/or Director of Education.
- 7.3 If deficiencies remain after the 60 days (or an action plan is not in place) the findings report will be escalated to the attention of the Chief Operating Officer and the Compliance Committee. After an additional 30 days (90 days from initial findings report),the inspector will perform a final review of the uncorrected deficiencies. A completed inspection report will be sent to the PI/Manager, Director of Research or Education, COO and Compliance Committee which will include either all deficiencies corrected or reference to an action plan for any unresolved deficiency (see 7.4).
- 7.4 Any item which is deemed to require more than 90 days to complete will be tracked through a **Safety Inspection Action Plan**. This action plan will:
- 7.4.1 Describe the deficiency.
  - 7.4.2 Characterize the deficiency as “Low” or “High” Risk.
  - 7.4.3 List Owner/Title of individual responsible for implementing correction.
  - 7.4.4 Describe the Action Plan.
  - 7.4.5 Provide an estimated time for action plan completion.
  - 7.4.6 Sign-off by Owner and MBL Safety for agreement to plan.
  - 7.4.7 The plan will be summarized during the quarterly Safety Committee.

## Appendix A: Inspection Checklists

### Annual Laboratory Safety Inspection Checklist

Department: \_\_\_\_\_ Inspector: \_\_\_\_\_

PI/Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Bldg/Room: \_\_\_\_\_

Administrative Controls	Ye s	No	N/A
Laboratory Placard is posted on the main entrance of laboratory and current.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laboratory door is closed when unoccupied or working with highly hazardous material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A Chemical Hygiene Plan is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Data Sheets (SDS) are available for all chemicals present in the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard Operating Procedures (SOP) are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All personnel have completed and current with all required training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All personnel have completed and current with all laboratory-specific required training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Inventory is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Contacts List is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
“No Food or Drink” signs must be posted on laboratory refrigerators and freezers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Emergency Equipment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>First Aid kit is available and properly stocked.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Spill kit is available and properly stocked.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire extinguishers are readily accessible and serviced annually.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire alarm pull stations are unobstructed and clearly identified.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Emergency safety shower is available, unobstructed, and tested regularly.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Emergency safety eyewashes are available, unobstructed, and checked regularly.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Engineering Controls</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Chemical fume hoods are certified annually.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fume hood sash is kept at or below the certification height.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fume hood is properly functioning.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>No excessive storage in the fume hoods certified for chemical use.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Biosafety cabinets are certified annually.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Personal Protective Equipment (PPE)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>PPE appropriate for the hazards present in the laboratory is available.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PPE is worn correctly, in good condition, and when appropriate.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>If respirators are present, laboratory personnel have been trained, fit tested, and medically cleared.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Appropriate laboratory attire is worn in the laboratory.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Chemical Storage</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Chemical containers are stored safely and free of contamination.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Chemical containers are kept off the ground or in secondary containers.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Chemicals are properly segregated according to chemical class compatibility.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Chemicals are stored below eye level.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>All chemical containers are properly labeled.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>No old, unlabeled or expired chemicals present.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Flammable storage outside of a flammable cabinet is minimized.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Corrosive chemicals are stored in secondary containment or in a corrosive cabinet.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Flammable chemicals are stored in refrigerators and freezers approved for flammable storage.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Gas cylinders are properly restrained and stored upright away from extreme temperatures.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Gas cylinders are capped when not in use.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Hazardous Waste</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>All chemical waste is properly labeled.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sharps are properly disposed in a puncture resistant container.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>No hazardous waste found in nonhazardous waste streams.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Broken glass is disposed in the appropriate container.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Hazardous Waste in Satellite Accumulation Area removed when full.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hazardous waste is in secondary containment and properly segregated.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>General Safety</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Aisles and doorways are kept clear.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>No food, drinks, or cosmetics are present in the laboratory.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>No excessive storage of chemicals or equipment on tables or laboratory benches.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Storage is kept 18-24" from the ceiling.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overnight or high hazard operations are adequately communicated.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Personnel use soap and water for hand washing after handling hazardous chemicals.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Laboratory equipment is properly shielded, and guards are present.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Gas hoses are appropriate for the gas and in good condition.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Good housekeeping is present throughout the laboratory.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Electrical panel is accessible and secured.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Electricals cords are in good condition and do not present an electrical or trip hazard.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



### Safety Inspection Checklist (Non-Laboratory)

Department: \_\_\_\_\_ Inspector: \_\_\_\_\_  
 Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
 Bldg/Room(s): \_\_\_\_\_

Administrative Controls	Ye s	No	N/A
Area hazard signs are visible, legible, understandable and in compliance with regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sign for emergency numbers, routes, and evacuation plans are posted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A Hazard Communication Plan is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Data Sheets (SDS) are available for all chemicals present in the department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard Operating Procedures (SOP) are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All personnel have completed and current with all required training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All personnel have completed and current with all job specific required training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Inventory is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Contacts List is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
"No Food or Drink" signs must be posted on applicable refrigerators and freezers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Equipment	Ye s	No	N/ A
First Aid kit is available and properly stocked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spill kit is available and properly stocked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Exits marked, free of debris and readily accessible at all times.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire alarm pull stations are unobstructed and clearly identified.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Emergency safety shower is available and unobstructed.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Emergency safety eyewashes are available, unobstructed, and checked regularly.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Personal Protective Equipment (PPE)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>PPE appropriate for the hazards present in department is available.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PPE is worn correctly, in good condition, and when appropriate.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>If respirators are present, personnel have been trained, fit tested, and medically cleared.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Appropriate attire is worn in the department.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ladders are in good condition with no structural damage.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Areas clearly marked as "Hearing Conservation" area, as needed.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fall protection provided, certificated annually, maintained and used properly (safety harness, lanyard).</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Chemical Storage</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Chemical containers are stored safely and free of contamination.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Chemical containers are kept off the ground or in secondary containers.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Used oil collection containers properly identified and labeled with "Used Oil".</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Chemicals are stored below eye level.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>All chemical containers are properly labeled.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>No old, unlabeled or expired chemicals present.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Flammable storage outside of a flammable cabinet is minimized.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Gas cylinders are properly restrained and stored upright away from extreme temperatures.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Gas cylinders are capped when not in use.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sharps are properly disposed in a puncture resistant container.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>No hazardous waste found in nonhazardous waste streams.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Broken glass is disposed in the appropriate container.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>General Safety</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Aisles and doorways are kept clear.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Floor surfaces are clean, dry, level, not slippery or stick and in good condition.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>No excessive storage of chemicals or equipment on tables or benches.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Storage is kept 18-24" from the ceiling.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Personnel use soap and water for hand washing after handling hazardous chemicals.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Equipment is properly shielded, and guards are present.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Gas hoses are appropriate for the gas and in good condition.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Good housekeeping is present throughout the department.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Electrical panel is accessible and secured.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Electricals cords are in good condition and do not present an electrical or trip hazard.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Extension cords used only for temporary wiring applications (60 day max).</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## BIOSAFETY INSPECTION CHECKLIST

<b>AUDITOR:</b>	<b>DATE:</b>
<b>PRINCIPAL INVESTIGATOR:</b>	
<b>DEPARTMENT:</b>	<b>BUILDING &amp; ROOM(S):</b>
<b>LABORATORY SUPERVISOR</b>	<b>PHONE:</b>

ITEM	YES	NO	N/A	COMMENTS
<b>BIOSAFETY APPROVALS AND RESOURCES</b>				
Biological Registration complete.				
Biological research protocol approved by IBC (provide approval date).				
Any amendments to IBC approved research protocol is updated and reviewed by IBC.				
Laboratory specific biosafety manual and SOPs available.				
Laboratory safety training current for all laboratory personnel.				
<b>STANDARD MICROBIOLOGICAL PRACTICES</b>				
Access to laboratory is restricted.				
Laboratory door has proper biohazard signage including contact information, emergency numbers provided by EHS, and contact with updates.				
Hands washed after working with samples and before leaving the laboratory.				
Eating, drinking, storing food/drinks, applying cosmetics, and tobacco use are prohibited in laboratory areas.				
Mouth pipetting is prohibited.				

Needles are never reused, recapped, bent or broken before disposal.				
Plastic ware is substituted for glassware whenever possible.				
Procedures involving aerosol or splash generation are minimized				
Work surfaces are decontaminated after completion of work.				
Samples put in a durable, leak-proof container for storage or transport.				
Biohazard stickers on all equipment involving biohazards.				
Spill kit available.				
<b>WASTE PROCEDURES AND PRACTICES</b>				
Bench paper properly disposed of after each use.				
Biological waste (e.g., cultures, stocks, media, tissues, plates) is properly decontaminated before disposal				
Biological waste is in a secondary container for storage and transport.				
Biological waste and sharps containers are not overfilled.				
No biohazards in regular trash or in non-hazardous glass waste containers.				
Needles, syringes, and other sharps are disposed of in a plastic biohazard sharps container.				
Non-contaminated broken glassware is disposed of in cardboard glass waste container.				
<b>PRIMARY CONTAINMENT BARRIERS AND PPE</b>				
Proper PPE is worn while working with biohazards (minimum requirement is gloves and laboratory coat; additional PPE may be required depending on agent or procedure).				
Mucous membrane protection is worn when aerosol generation is possible.				
No open-toe shoes worn in laboratory.				
Biological Safety Cabinet is currently certified (annual certification).				
Biological Safety Cabinet is clean and free of clutter.				
PPE is not worn while handling personal devices (cell phone, computers, iPods, etc.)				
Chemical fume hood is currently certified (annual certification).				
Chemical fume hood is not used to process biological				

materials.				
Centrifuges, vortex mixers, incubators, shakers, etc. are clean and in good working condition.				
<b>LABORATORY FACILITIES</b>				
Laboratory has sink and soap and for hand washing.				
Eyewash station readily available (10 seconds, walking).				
Emergency shower readily available.				
Benchtops are impervious to water and easily cleaned.				
No cloth furniture or carpets present.				
Gas cylinders are secured with chain to wall.				
If windows can open, they are fitted with screens.				
<b>BSL-2 SPECIAL PRACTICES</b>				
All personnel completed BSL-2 training.				
Procedures involving aerosol or splash generation are minimized and otherwise performed in a biosafety cabinet.				
Equipment is routinely decontaminated.				
No animals or plants unrelated to research are present.				
Biosafety cabinet away from heavily traveled areas (doorways, etc.).				
Vacuum lines properly setup with clean HEPA filters and disinfectant.				
Centrifuges used with safety cups to reduce aerosol hazard.				
Personnel familiar with post-exposure evaluation and follow-up.				
<b>BLOODBORNE PATHOGENS (i.e., HUMAN CELL LINES, BODILY FLUIDS, TISSUES)</b>				
MBL Exposure Control Plan available.				
Personnel have completed annual BBP training.				
Personnel have been offered Hepatitis B vaccination or signed declination form.				
<b>SHIPPING BIOLOGICAL MATERIALS</b>				
Personnel have completed biological shipping training within the past 2 years.				
<b>CORRECTIVE ACTIONS:</b>				
<b>RECOMMENDATIONS:</b>				
Signature: _____ Date: _____				

**Appendix B:****Safety Inspection Action Plan**

<b>Issued by:</b>		<b>Date Issued:</b>	
<b>Title:</b>		<b>Reference Number:</b>	
<b>Deficiency</b>			
<b>Characterization:</b>	<b>Low Risk</b>	<b>High Risk</b>	
<b>PI/Manager:</b>		<b>Title:</b>	
<b>Action Plan</b>			
<b>Expected Completion Date:</b>			
<b>PI/Manager Signature:</b>		<b>Date:</b>	
<b>Safety Signature:</b>		<b>Date:</b>	