

Laboratory Audit Checklist

	YES	NO	N/A	Comments
Name of PI:				Date:
Room Number:				
Protocol Specific Information				
Name/type of agent				
Is the agent replication defective?				
Biosafety Level				
NIH Guideline Category				
Agent received from:				
Commercial Source				
UK Researcher				Name:
Other				Describe:
Quantity of agent to be produced				<20 mL
Quantity of agent to be stored				<20 mL
Are toxins used in this research?				Toxin/amt. in lab:
Copy of approved protocol in lab that describes agent being studied?				
Personnel/Training				
Researcher has experience working with agent?				Years:
Number of persons conducting work?				
Employees have experience with agent?				Describe:
Personnel receive training for agent in use?				
Personnel receive training for bloodborne pathogen standard?				
Personnel receive training for lab safety?				
Personnel receive training for hazardous materials?				
Is training documented in lab safety manual?				
Chemical hygiene plan (CHP) with SOPs present?				
Exposure control plan (ECP) available and up to date (BBP)				
Personnel aware of CHP and ECP?				
Personnel receive appropriate immunizations or tests for agents handled?				

Facilities and Practices

Does laboratory director establish policy/procedures and advise personnel of hazards and entry requirements?				Describe:
Access to laboratory restricted?				
Access restricted to stored viable materials?				
The lab is under negative pressure if working with airborne agents				
Fire extinguishers present and inspected?				
Chemical spill supplies available?				
Are gas cylinders secured and capped?				
First aid kit readily available?				
Are spills and accidents reported to the lab director?				
Separate desk space				
Access doors properly labeled				
Emergency numbers posted by phone?				
Folding step stool available?				
Emergency response guide on/near lab door?				
Eating and drinking permitted in lab?				
Food stored outside work area in designated refrigerator?				
Sink for handwashing?				
Liquid hand soap available at sink?				
Paper towels available at sink?				
Do personnel wash hands after handling viable materials?				
Is emergency shower/eyewash available?				
Do lab personnel flush eyewash regularly?				Date last tested:
Are eyewash and shower tested by PPD?				Date last tested:
Is proper disinfectant available? List:				
Are work surfaces decontaminated once a day?				
Are work surfaces decontaminated after spill?				
Cultures, stocks, and other wastes decontaminated before disposal?				Autoclave Bleach Other:
Does the lab operate autoclave?				
Autoclave location				
Is autoclave QC log kept?				
Is the autoclave monitored monthly with biological spore test?				
Who is responsible for overseeing the operation of the autoclave				Name:
Are appropriate autoclave bags used?				Type: Red Orange Clear
Plastic substituted for glass when possible?				
Broken glass not handled directly, but by mechanical means?				
Proper broken glass disposal?				

Used needles, syringes, and other sharps placed in appropriate containers for disposal?				
Written biohazard disposal procedures in safety manual?				
Biological Safety cabinets used whenever procedures with potential for creating infectious aerosols or splashes are conducted?				Class Type Certified by Date
Are UV lights in the BSC? Are they used properly? Is the staff trained for proper use? Is this training documented?				
Are potentially infectious materials centrifuged?				Safety containment cups Sealed rotors with O-rings Other
Protective clothing/personal protective equipment present and used (disposable lab coats)				
Disposable gloves are not reused				Latex Nitrile
Are materials placed in appropriate containers for transport?				
Vacuum line protected in place?				Liquid disinfectant trap and HEPA air filter?
Aware of Export Controls?				*
NIH guidelines in lab				** must be present in lab; may bookmark on computer
CDC BMBL in lab?				*** must be present in lab; may bookmark on computer

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Commerce Dept. Export Control: <http://206.151.87.67/docs/Export%20Controls.pdf>

CDC BMBL: <http://www.cdc.gov/od/ohs/pdffiles/4th%20BMBL.pdf>

NIH Guidelines: http://www4.od.nih.gov/oba/rac/guidelines_02/NIH_Gdlnes_Ink_2002z.pdf