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| **Biosafety Level 1 Lab Self-Assessment Tool** |

Below is a self-assessment tool that can be used for BSL-1 laboratories. These basic microbiological standards are required as per the NIH Guidelines and BMBL (<https://www.cdc.gov/labs/BMBL.html>). Please fill out this assessment and keep it in the laboratory for availability during inspections. Note, this does not include Chemical hygiene and OSHA assessments.

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| --- | --- | --- | --- |
| **Date:**  |  | **Inspected/Reviewed By:** |  |
| **PI:**    |  | **Lab Contact, if different from PI:** |  |
| **Room:** |  | **Biohazardous Agent(s):** |  |
| **Phone:**  |  | **Lab Phone:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Comments** |
| **ACCESS CONTROL** |
| 1. **Access to the laboratory is limited or restricted when experiments are in progress.**
 |[ ] [ ]        |
| **ADMINISTRATIVE MEASURES** |
| 1. **Any r/sDNA work has an approved IBC BSP.**

[ ] Annual review has been completed for current year. |[ ] [ ]  IBC#(s) and Expiration Date(s):      |
| 1. **A lab-specific Biosafety Manual is available and accessible. The Biosafety Manual includes**

[ ]  IBC-approved BSPs, if appropriate [ ]  Records of lab-specific training and Biosafety Manual review for all personnel within the past year[ ]  Hazard communication (e.g., [PSDS](https://www.canada.ca/en/public-health/services/laboratory-biosafety-biosecurity/pathogen-safety-data-sheets-risk-assessment.html), [agent summary](https://www.cdc.gov/biosafety/publications/bmbl5/BMBL5_sect_VIII.pdf))[ ]  Lab-specific exposure control plan(s), if applicable[ ]  Post-exposure plan(s)[ ]  Vaccination offer documentation for all lab users (e.g., HBV), if appropriate[ ]  Safety SOPs[ ]  Reference sheets for biosafety guidelines/policies (e.g., [NIH Guidelines](file:///P%3A%5CShared%5CEnvironmental%20Risk%5CBIOSAFETY%5CNIH%20Guidelines%20Checklist.docx), [BMBL](file:///P%3A%5CShared%5CEnvironmental%20Risk%5CBIOSAFETY%5CBMBL%20checklist.docx))[ ]  Procedural SOPs |[ ] [ ]        |
| 1. **Lab personnel are provided hazard communication and training on standard microbiological practices prior to work and at least annually thereafter.**
 |[ ] [ ]        |
| 1. **Emergency contact, reporting and assistance information is posted and current.**
 |[ ] [ ]        |
| 1. **Biohazard Guidelines and Policies are documented and available, including the NIH Guidelines and BMBL.**
 |[ ] [ ]        |
| **LABORATORY DESIGN AND EQUIPMENT** |
| 1. **Each laboratory contains a sink for hand washing or other means to sanitize hands. Persons wash their hands both after removing gloves and before exiting the laboratory.**
 |[ ] [ ]        |
| 1. **An eyewash station is readily available in the laboratory, with weekly testing records available..**
 |[ ] [ ]        |
| 1. **The laboratory and equipment are designed to be easily cleaned.**

[ ]  No porous/organic surfaces exposed (no cloth, rugs, drapes, chairs, unvarnished wood, unfished paint, cracked floors).[ ]  Spaces between benches, cabinets and equipment are accessible for cleaning. [ ]  Bench tops and floors are impervious to water and resistant to chemicals.[ ]  Laboratory furniture is sturdy. |[ ] [ ]        |
| 1. **If the laboratory has windows that open, they are fitted with fly screens.**
 |[ ] [ ]        |
| 1. **The facility door not propped open and locked when unoccupied.**
 |[ ] [ ]        |
| 1. **Animals and plants not associated with the work being performed are not permitted in the laboratory**
 |[ ] [ ]        |
| **SHARPS SAFETY** |
| 1. **Recommended Best Practice: All sharps have been eliminated or substituted with non-sharps (e.g., plastic for glass) or safer sharp devices (e.g., retractable syringes). If not, provide scientific justification.**
 |[ ] [ ]  Justification:       |
| 1. **A sharps container is available and appropriately labeled.**
 |[ ] [ ]        |
| 1. **Sharps and needles are never bent, sheared, broken, recapped, removed from syringes or otherwise manipulated by hand before disposal.**
 |[ ] [ ]        |
| 1. **Broken glassware is not handled directly, instead a brush and dustpan, tongs, or forceps are used.**
 |[ ] [ ]        |
| **DISINFECTION AND WASTE DISPOSAL** |
| 1. **Work surfaces are decontaminated daily and after spills.**
 |[ ] [ ]        |
| 1. **A spill procedure is developed and posted within the laboratory.**
 |[ ] [ ]        |
| 1. **All biohazardous and recombinant nucleic acid materials are decontaminated or deactivated before disposal using a method appropriate for the agent. (Note: 70% ethanol is not appropriate)**
 |[ ] [ ]  Decontamination method:       |
| 1. **If you are generating biohazardous waste, please verify the following:**

[ ]  **Red** biohazard bag fits securely in a secondary container.[ ]  Secondary container is labeled with biohazard symbol on all lateral sides and the top.[ ]  Radioactive and hazardous chemical waste are not disposed as biohazardous waste.[ ]  Red biohazard bags are not used for ANYTHING other than biohazardous waste**If not using red bag boxes:**[ ]  Secondary container is rigid, leak-resistant, non-porous, and clean. (NO wire containers)[ ]  Secondary container has a lid.[ ]  Items are not stored on top of the secondary container.[ ]  Waste is autoclaved at 123°C for 70 minutes[ ]  PI runs bi-weekly spore testing for autoclave and keeps records for TCEQ (for waste other than plant waste) |
| **PRACTICES** |
| 1. **Mechanical pipetting devices are used; mouth pipetting is prohibited.**
 |[ ] [ ]        |
| 1. **Eating, drinking, smoking and applying cosmetics are not permitted in the work area.**
 |[ ] [ ]        |
| 1. **All procedures are performed carefully to minimize the creation of aerosols, splashes and sprays.**
 |[ ] [ ]        |
| 1. **Durable leak-proof secondary containers are used to transport material in public areas.**
 |[ ] [ ]        |
| **PERSONAL PROTECTIVE EQUIPMENT AND LAB ATTIRE** |
| 1. **Personnel are dressed appropriately for lab entry. At minimum, this includes long pants and closed-toe shoes. All skin below waist is covered.**
 |[ ] [ ]        |
| 1. **PPE is provided and appropriate for the risk. At minimum, lab coat and disposable or utility gloves are required. Disposable gloves are NEVER reused.**
 |[ ] [ ]        |
| 1. **Appropriate protective eyewear and face shields are available and are used when working outside of an eye protective device; when changing bedding; or when splash, spray or aerosol generation is anticipated.**
 |[ ] [ ]        |
| **BSL 1P ADDITIONAL REQUIREMENTS** |
| 1. **There is a record available of all greenhouse experiments in process, including experimental plants, microorganisms, and small animals that are brought into and removed from the facility.**

[ ] Plants/flats are adequately labeled for inspectors to track |[ ] [ ]        |
| 1. **All organisms are decontaminated and inactivated prior to disposal outside of the greenhouse according to facility SOP.**
 |[ ] [ ]        |
| 1. **Flats and other plant containers are in good condition and labeled appropriately.**
 |[ ] [ ]        |
| 1. **A greenhouse SOP advising personnel of the potential consequences if practices are not followed and containing a contingency plan for accidental release is available.**
 |[ ] [ ]        |
| **ANIMAL LAB ADDITIONAL REQUIREMENTS** |
| 1. **The PI/ laboratory supervisor has completed a risk assessment for all work being conducted.**
 |[ ] [ ]        |
| 1. **A safety manual Specific to the animal facility is prepared or adopted in consultation with the animal facility director and appropriate safety professionals. The safety manual must be available and accessible. Personnel are advised of potential hazards and are required to read and follow instructions on practices and procedures. Manual:**

[ ] describes the biosafety and containment procedures for the experimental animals[ ]  describes the biosafety and containment procedures for the organisms[ ]  describes the biological materials in use, and appropriate agent-specific decontamination methods[ ]  describes the work performed[ ]  contains or references protocols for emergency situations, including exposures, medical emergencies, facility malfunctions[ ]  contains or references protocols for emergency situations, including escape of animals within the animal facility, and other potential emergencies.[ ]  Contains a plan for the disposition of animals during emergency situations.[ ]  contains or references protocols for emergency situations, including escape of animals within the animal facility, and other potential emergencies. |[ ] [ ]        |
| 1. **The supervisor ensures that animal care, facility, and support personnel receive appropriate training regarding their duties, animal husbandry procedures, potential hazards, manipulations of infectious agents, necessary precautions to minimize exposures, and hazard/exposure evaluation procedures. Personnel receive annual updates and additional training when equipment, procedures, or policies change. Records are maintained for all hazard evaluations, training sessions, and staff attendance.**
 |[ ] [ ]        |
| 1. **Gloves are worn to prevent skin contact with contaminated, infectious and hazardous materials, and when handling animals.**
 |[ ] [ ]        |
| 1. **Sink traps are filled with water and/or appropriate liquid to prevent the migration of vermin and gases.**
 |[ ] [ ]        |
| 1. **Doors to areas where infectious materials and/or animals are housed open inward, are self-closing, and are never propped open.**
 |[ ] [ ]        |
| 1. **If floor drains are provided, the traps are filled with water, and/or appropriate disinfectant to prevent the migration of vermin and gases.**
 |[ ] [ ]        |
| 1. **Laboratory coats, gowns, or uniforms are the minimum recommended to prevent contamination of personal clothing.**

[ ] Protective outer clothing is not worn outside areas where infectious materials and/or animals are housed or manipulated. [ ] Gowns and uniforms are not worn outside the animal facility. |[ ] [ ]        |

*(Please print form and sign below. A signed copy should be kept in laboratory safety manual and available during inspection.)*

By signing below, I attest that I have gone through this checklist in my lab and all the answers to the above questions are correct. I understand that meeting these BSL-1 standards is a requirement of my IBC approval. I understand that IBC/EH&S will be randomly verifying the results of this self-assessment.

Signature: Date:

Print Name:       Lab Bldg & Room number:

Responsible PI: