

Biosafety Level 2 (BSL-2) Commissioning Checklist

Department: _____
Building: _____
Room(s): _____

Principal Investigator: _____
Commissioned By: _____
Date: _____

Note:

- A demarcation in the YES column indicates compliance with the respective observation.
- A demarcation in the NO column indicates action is required by the Principal Investigator prior to EH&S commissioning the laboratory.
- A demarcation in the N/A column indicates that the respective observation is not applicable.

A. Laboratory Facilities	YES	NO	N/A
1. Specific compliance documents to be kept in the laboratory / be easily accessible online: <input type="checkbox"/> UT Arlington Laboratory Safety Manual (Chemical Hygiene Plan) <input type="checkbox"/> NIH Guidelines - for facilities conducting recombinant or synthetic nucleic acid molecules work. <input type="checkbox"/> Exposure Control Plan for Bloodborne Pathogens <input type="checkbox"/> UT Arlington Biosafety Manual <input type="checkbox"/> Biosafety in Microbiological and Biomedical Laboratories (BMBL), 5th Edition (2009)			
2. The laboratory is designed to be easily cleaned.			
3. Carpets and rugs are not present in the laboratory.			
4. Chairs used in laboratory work must be covered with a non-porous material that can be easily cleaned and decontaminated.			
5. Bench tops are impervious to water and easily cleaned.			
6. Spaces between benches, cabinets, and equipment are accessible for cleaning.			
7. Laboratory has appropriate waste containers that are labeled with biohazard sign.			
8. An autoclave for decontamination of biohazardous materials is available in the same building.			
9. An insect and rodent control program has been instituted. Windows, if present, contain fly screens if able to be opened.			
10. The laboratory has lockable doors that are not obstructed. Doors need to be closed during experimental procedures.			
11. Laboratories where human blood/OPIM/tissue/cells will be handled have card reader(s) to limit access to only those who have completed the appropriate requirements.			
12. No observations indicate the activities of eating, drinking, applying cosmetics, or storing food.			
13. An uncontaminated sink suitable for hand washing and an eyewash station are available in the laboratory.			
14. Illumination is adequate for all activities, avoiding reflections and glare that could impede vision.			
15. Entrance door of the laboratory has signage present to indicate that biohazards are contained in the laboratory.			
Comments			
B. Containment Equipment	YES	NO	N/A
1. Biological safety cabinet (BSC) is present, located away from laboratory doors or other sources of air-fluctuation or disruption to maintain BSC's airflow parameters for containment. The cabinet shall be used to contain aerosol-producing activities and equipment (vortexes, blenders, sonicators, centrifuges, etc.) except when the equipment is designed to contain aerosols.			
2. BSC has a current certification label indicating that it has been certified. All BSCs shall be recertified annually.			
3. A chemical fume hood or externally exhausted Class II BSC is available if hazardous chemicals, volatile solvents, or radioactive materials will be used in the laboratory.			
Comments			
C. Standard Microbiological Laboratory Practices	YES	NO	N/A
1. Work surfaces are decontaminated at least daily, and following any spill.			
2. A written procedure for routine decontamination is readily available in the work area. All contaminated materials intended for reuse are decontaminated before washing.			
3. All wastes from the laboratory and/or animal rooms are properly packaged before disposal, according to the UT Arlington Laboratory Safety Manual (Chemical Hygiene Plan) .			

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4. Leak-proof and closed containers are available and used to transport contaminated materials if they are removed from the laboratory for autoclaving.			
5. Mechanical pipetting devices are available and used for all pipetting.			
6. Experiment areas of lesser biohazard potential are carefully demarcated.			
7. The Principal Investigator (PI) ensures all personnel have a good understanding of safe microbiological techniques and are familiar with the biohazards in the room.			
8. Suitable disinfectants, containers for disinfectants, biohazard bags, and other applicable items to the written laboratory procedures are available at the work area.			
9. All containers holding biohazards are labeled with a biohazard sign.			
Comments			
D. Special Practices	YES	NO	N/A
1. Mechanisms are in place to maintain inventory of all biohazards present in the laboratory. The inventory must be available to the personnel and emergency personnel.			
2. The area is restricted to persons who have knowledge of the nature of the research and meet specific entry requirements.			
3. Practices are in place to minimize the creation of aerosols.			
4. Freezers and refrigerators or other units used to store biohazards are labeled with the biohazard symbol.			
5. Personal protective equipment (PPE) appropriate for the research is required and provided by the PI. PPE is not permitted to be worn outside the laboratory.			
6. Protocols are in place to provide medical monitoring, treatment, and surveillance, including immunizations and respirator usage, if appropriate.			
7. A process for reporting and investigating injuries/illnesses involving biohazards exists.			
8. Personnel working with infectious agents covered by the university's Exposure Control Plan for Bloodborne Pathogens have had Bloodborne Pathogens for Laboratory Research Personnel Training within the last year. All individuals have access to the university's current Exposure Control Plan for Bloodborne Pathogens .			
9. Investigator has justified the use of any needle and syringe procedures and has documented that all persons working with these items have been shown safe handling practices. Policies for the safe handling of sharps, including reporting all sharps injuries, are instituted.			
10. A written procedure is available explaining what actions are required in the event of a laboratory emergency, such as accidental spills or personnel contamination. Spills and accidents resulting in overt exposure of humans to biological agents associated with diseases are immediately reported to the Environmental Health & Safety (EH&S) Office .			
11. Onsite and offsite transportation of biohazards is coordinated through the EH&S Office, Biological Safety Specialist.			
12. PI maintains all information that pertains to the facility and safe work practices.			
13. PI understands that certain biological agents and/or toxins may be of interest to persons or groups interested in terrorist or other illegal activities. Those agents that might pose a serious threat to humans, animals, agriculture, or the livestock industry shall be kept in a secure place within the laboratory. Moreover, if a request to send a dangerous microorganism for academic purpose is received, the PI must assure that he/she complies with all material transfer regulations when transferring such material.			
Comments			

MODIFICATION TO THIS FORM IS STRICTLY PROHIBITED.