

**Colorado State University
Biosafety Office
Outreach Visit for BSL1 or BSL2 Labs
Revised 2020**

Principal Investigator:	Date:
Lab Manager/Secondary Contact:	Department:
Auditor(s):	Building and Room:
Agent/Arthropod/Research Description:	Biosafety Level: 1 () 2 ()
List Individuals working in lab:	

Activity Description	Yes	No	N/A	Comments:
Biosafety Resources and Documentation				http://osp.od.nih.gov/office-biotechnology-activities/biosafety/nih-guidelines http://www.cdc.gov/biosafety/publications/bmbl5/index.htm
rDNA Research Non-applicable () IBC protocols Agent Approval Request Form(s), all current Project Approval Request Form(s), all current				Exempt () Nonexempt ()
1. Inspection Program				
a. Who does Biosafety/Operations communicate with on Biosafety and other laboratory issues?				
b. Do lab personnel conduct self-inspections of the lab area? If yes, how often?				
2. Inventory and Risks				
a. Is there a current inventory of all biohazards?				
b. Are individuals aware of risks associated with work in the lab?				
c. Are there appropriate controls in place to minimize/eliminate the risks identified?				
3. Biosafety Manual				
a. Is there a Biosafety Manual accessible (may be in digital format) in the lab area and are all lab				

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personnel familiar with the location and content?				
b. Are the Standard Operating Procedures (SOPs) for laboratory tasks available within the lab?				
4. Posting/Labeling				
a. Are Biohazard/ Caution signs posted on all entrances to the micro lab?				
b. Does the Caution sign indicate the biosafety level?				
c. Are Biological materials properly labeled?				
d. Are MSDS's accessible for all biologicals used?				
e. Are biological waste container(s) labeled?				
5. Occupational Health & Safety				
a. Bloodborne Pathogens (human blood, body fluids, or tissues)				http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=INTEPRETATIONS&p_id=21010
i. Does the lab process or handle human blood or body fluids?				
ii. Does the lab culture human cell lines (primary or established)?				
iii. Does the lab culture clinical samples from humans (e.g., throat cultures, skin swabs)?				
iv. Do you know where to find the Exposure Control Plan (ECP) for Bloodborne Pathogens?				
v. Have lab personnel working with human materials been offered the Hepatitis B vaccine?				
vi. Are other vaccines, serologies, or medical services required for your personnel?				
b. Medical Surveillance				
i. Are all lab workers enrolled in the CSU Occupational Health program?				
c. Accident/Incident Investigation and Reporting				
i. Do you know the process for reporting and investigating injuries/illnesses?				
6. Sharps				
i. Are needles or other sharps used? If yes, are they discarded into leak-proof puncture resistant containers?				
ii. Are lab personnel familiar with and do they follow with the Sharps policy?				
iii. Does the lab address the safe handling and disposal of needles and sharps?				

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iv. Is plasticware substituted for glass whenever possible?				
v. Is there a broken glass container available?				
vi. Is broken glassware handled with tongs, brush and dustpan?				
7. Training				
a. Have lab employees taken all the required training (e.g. BSL1/BSL2 online training, BBP and Unit 2 BSC)?				
b. Are employees trained on specific tasks in the lab?				
c. Is all training current?				
d. Is training documented?				
8. Engineering Controls				
a. Does the lab contain a sink for hand washing?				
b. Are mechanical pipettors available?				
c. Centrifuge/Microcentrifuge				
i. Are O-rings and other seals inspected and replaced when needed?				
ii. Is there a cleaning schedule?				
d. Biosafety Cabinets/Laminar Flow/Fume Hoods				
i. All procedures that may generate aerosols are conducted in primary containment?				
ii. How many biosafety cabinets are in lab?				Cert. Dates:
1. Type of biosafety cabinet:				
2. Are any hazardous chemicals, volatile solvents, or radioactive materials used in the BSC?				
3. Are BSCs located away from laboratory doors or other sources of airflow disruptions?				
4. Are the front or back grills of the BSCs blocked or covered?				
5. Are BSCs installed directly opposite one another?				Cert. Dates:
iii. Are cabinets/hoods cleaned?				Daily Weekly Monthly
iv. Do you share BSCs with other labs?				Who?
e. Autoclave				
1. Are personnel trained? How?				
2. Is all biological waste properly decontaminated before disposal?				
3. Are autoclave test strips included in every load (to demonstrate attaining 121°C)?				

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4. What is used to verify decontamination?				
5. Are autoclave records maintained?				
f. Is a vacuum line/vacuum pump used?				
1. Is there a vacuum trap?				
2. Is there an in-line HEPA Filter attached?				
g. Emergency Equipment Available:				
i. Spill Kit				
ii. Fire Extinguisher				
iii. Flashlight				
iv. Soap				
v. First aid kit				
vi. Eyewash				
h. Disinfectants				
i. Disinfectants Used (circle any/all that apply) 70% Ethanol 5% Amphyl 2.5% Vesphene 409 Lysol 10%, 5%, 0.5% Bleach Neutral Q MicroChem Plus Greenshield ...				
ii. Other disinfectants used:				
9. Personal Protective Equipment				
a. Are lab coats worn? When?				
b. Are gloves worn? When?				
c. Are safety glasses or face shields worn when conducting procedures with the potential to create splashes of biohazards or other hazardous materials?				
d. What other PPE is worn? When?				
10. Biohazard Spill Management				
a. Are there adequately stocked and prominently labeled biohazard spill kits in the lab area?				
b. Are contents of biohazard spill kits inspected and restocked as necessary?				
c. Have all employees been provided with biohazard spill clean-up/disinfection training?				
d. Are emergency numbers posted?				
11. Transportation of Biohazards				https://www.iata.org/whatwedo/cargo/dgr/Documents/infectious-substance-classification-DGR56-en.pdf
a. Are infectious substances shipped on campus?				
b. Are infectious substances shipped off campus?				
c. Are personnel trained to ship, transport or receive infectious substances?				
12. Standard Microbiological Practices (was Behavioral Observations)				
a. Is lab access controlled? By whom?				
b. Are lab doors closed when the lab is not occupied?				
c. Are eating, drinking, or applying of cosmetics not permitted in the lab area?				

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d. Are any food items stored in the lab?				
e. Is mouth pipetting prohibited, and are there pipettors available for use in the lab?				
f. There are no animals or plants (not associated with work being performed) in the lab.				
g. Is appropriate clothing being worn? (pants, close toed shoes)				
h. Do all persons wash their hands after working with samples, and before leaving the lab?				
13.Laboratory Observations				
a. Is lab designed to be easily cleaned (i. e. no carpet, no cloth furniture, etc.)				
b. Is there a cleaning schedule?				Frequency?
c. What is cleaned?				
14.Plant Containment				
a. Is access to greenhouses/ growth chambers limited or restricted?				
b. Do you have greenhouse specific training?				
c. Are plants, seeds, and pollen non-vitalized before disposal?				
d. Are arthropods or other motile organisms housed properly?				
e. Do you have an effective pest management system?				
f. Are greenhouse floors composed of gravel or other porous material?				
g. Are there screens on the windows?				
h. Do you have SOPs and lab practices documented?				
15.BSL 2P only				
a. Is there a record of current experiments?				
b. Is there a record or inventory of current plants, microorganisms or small animals that are brought into the greenhouse area?				
c. Are materials containing microorganism transported in a closed non- breakable container?				
d. If intake fans are used, are there measures to minimize ingress of arthropods?				

Additional comments:

All deficiencies designated (M) must be corrected by:

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Action Items:

Action Taken:

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