

Syracuse University Environmental Health and Safety Services

Annual Biosafety Assessment Checklist

PI		Office Location	
Department		Lab Location	
Date		Conducted by	

Key: Y = Yes, N = No, NA = Not Applicable

1.0. General Procedures		
1.1. Provide a brief overview of the research taking place in the lab location (describe the type of experiments, equipment used, and strains used).		
1.2. Where are biohazardous materials stored short term and long term?		
1.3. Is a biohazard sign posted on the lab entrance door?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	
1.4. Are cultures, tissues, and other biohazardous materials placed into a container with a cover that prevents leakage during collection, handling, processing, storage, or transport?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	
1.5. Are all disposable sharps, including Pasteur pipettes, blood vials and razor blades, discarded into puncture-resistant, red sharps containers?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	
2.0. Safety Barriers		
2.1. Is there a Class II biological safety cabinet (BSC) in the lab? Is the Class II BSC used for: -procedures that create aerosols or splashes -handling high concentrations of biohazardous materials -using large volumes of biohazardous materials	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	
2.2. What was the last date of inspection for the BSC?		
2.3. Do personnel wear gloves to prevent hand contact with biohazardous materials?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	
2.4. Do personnel wear lab coats whenever they are in the lab?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	

2.5. Do personnel use face protection (goggles, mask, face shield, etc) when working outside of a BSC?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Y N NA	
2.6. Do personnel wear appropriate gloves to protect against heat hazards (ex. when using an autoclave)?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Y N NA	
2.7. Do personnel wear appropriate gloves to protect against cold hazards (ex. when using liquid nitrogen)?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Y N NA	
3.0. Decontamination/Waste/Spills		
3.1. Are work surfaces decontaminated with an effective disinfectant on completion of work or at the end of the day, and especially after overt spills or splashes of biohazardous materials?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Y N NA	
3.2. Are all solid wastes, which are contaminated with biohazardous materials, discarded into Regulated Medical Waste Containers?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Y N NA	
3.3. Are all liquid wastes, which are contaminated with biohazardous materials, autoclaved, or decontaminated with an effective disinfectant before they are poured down the drain?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Y N NA	
3.4. Do lab personnel notify the PI immediately if there are spills and accidents involving biohazardous materials?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Y N NA	
4.0. Administrative – Training and Standard Operating Procedures		
4.1. Has the PI developed lab-specific biosafety procedures and incorporated them into either a Biosafety Manual or Standard Operating Procedures? Are lab personnel required to read the procedures?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Y N NA	
4.2. Have all lab personnel received appropriate training on the potential hazards associated with the work? OSHA Compliance: Have personnel working with human blood or tissue received BBP training within the last year?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Y N NA	
4.3. Does the lab have an IBC approved protocol? Provide the approval date.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Y N NA	
4.4. Is a new application and/or amendment needed for this research?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Y N NA	
5.0. Laboratory Facilities		
5.1. Is an eyewash station readily available?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Y N NA	

5.2. Does the lab contain a sink for handwashing?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Y N NA	
5.3. Are carpets and rugs kept out of the lab?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Y N NA	
5.4. Are bench tops impervious to water and resistant to moderate heat and the chemicals used to decontaminate the work surfaces and equipment?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Y N NA	
5.5. Is lab furniture capable of supporting anticipated loading and uses?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Y N NA	
5.6. Are spaces between benches, cabinets, and equipment accessible for cleaning?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Y N NA	
5.7. Are chairs and other furniture used in the lab covered with a nonfabric material that can be easily decontaminated?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Y N NA	
5.8. Are biological safety cabinets located away from doors, from windows that can be opened, from heavily traveled lab areas, and from other potentially disruptive equipment?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Y N NA	

Notes/Comments/Action Items:
