



Safety Office -- Laboratory Inspection Form

NOTES:

- Satisfactory laboratory inspection is required prior to initiation of research
 - New inspection required if Biosafety Level changes
 - Annual inspection required for renewal of protocol(s)

PI: _____ Building: _____ Rooms: _____

Date of Inspection: _____ Inspectors: _____

Item #	Item	Yes	No	N/A	Comments
1.0	SIGNAGE				
1.1	Laboratory Door(s) have up-to-date postings of applicable signs (hazards, safety, animals, etc.).				
1.2	Hazard signs (Chemical, Bio, Acid, Flammable, etc.) are posted as appropriate on refrigerators, freezers, storage areas.				
2.0	DOCUMENTATION & TRAINING				
2.1	Laboratory Protocols are easily available to staff				
2.2	All personnel know how to access the Scott & White Bloodborne Pathogen Exposure Control Plan				
2.3	All personnel know how to access MSDS				
2.4	An up-to-date inventory of chemicals is on hand				
2.5	All personnel have taken a laboratory safety course within the past year				

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2.6	All personnel who work with human blood, tissues or OPIM have taken the Bloodborne Pathogen Training within the past year				
2.7	All personnel have had radiation safety training, if applicable				
2.8	If laboratory is designated as BSL-2, personnel have had specific training				
2.9	All persons entering the laboratory are informed of potential hazards				
2.10	All personnel are provided medical surveillance and offered appropriate immunizations for agents handled or potentially present in the laboratory				
3.0	CHEMICAL SAFETY				
3.1	All chemicals are labeled with the full chemical name and are in English				
3.2	Chemical containers are in good condition				
3.3	Legacy/obsolete chemicals (inherited/unused for 10+ years) are disposed of properly				
3.4	Chemicals are stored by compatibility (flammables stored separately from oxidizers, etc.)				
3.5	Chemicals are stored in appropriate locations (flammables are in a flammables cabinet, etc)				
3.6	Shelves, cabinets and counter tops are stable and in good condition for chemical storage				
3.7	Chemicals are not stored on the floor				
	Special Chemical Hazards				
3.8	Hazardous chemicals are not disposed of in the general waste or down the sanitary sewer				
3.9	Chemicals are stored in such a way as to prevent release to the environment				
3.10	Volatiles are stored in an explosion-proof refrigerator				
3.11	Special chemical hazards are stored appropriately and in compatibility groups (i.e., carcinogens, teratogens, acetyl cholinesterase inhibitors, pyrophoric compounds, etc.)				
3.12	Written procedures are in place for use of acutely hazardous chemicals (carcinogens, reproductive hazards, etc.)				

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3.13	Alternatives to mercury are used, if possible (including non-mercury containing thermometers)				
3.14	Chemical fume hoods are available for use with relevant hazards. Fume hoods need to be certified on an annual basis and must be used appropriately.				
DEA Controlled Substances					
3.15	Federal DEA License is available				
3.16	Texas Department of Public Safety License is available				
3.17	DEA-regulated items are stored in an immobile, locked container				
3.18	Lab has proper record keeping of stock, usage and disposal of DEA-regulated items				
3.19	Expired controlled substances are disposed of properly				
Compressed Gas Cylinders					
3.20	Gas cylinders are tagged as empty or full				
3.21	Gas cylinders are labeled for contents				
3.22	Cylinders are secured to a stationary surface by a chain link or strap				
3.23	Cylinders are capped when not in use and have a pressure regulator when in use				
4.0 BIOLOGICAL SAFETY					
General Biosafety					
4.1	Laboratory supervisor must enforce policies that control access to the laboratory				
4.2	Laboratory personnel understand and practice universal precautions				
4.3	Laboratory personnel must wash their hands after working with potentially hazardous material and before leaving the laboratory				
4.4	Laboratory personnel are up-to-date with any required immunizations				
4.5	Eating, drinking, smoking, applying cosmetics, handling contact lenses and storing food for human consumption is not permitted in the laboratory.				

Item #	Item	Yes	No	N/A	Comments
4.6	Appropriate PPE is available for workers to use and is utilized. No shorts or open-toed shoes are permitted in the laboratory.				
Sharps					
4.7	The laboratory minimizes the usage of sharps (needles, syringes, scalpels, razor blades)				
4.8	Needles are not re-capped				
4.9	Policies for the safe handling of sharps have been developed and implemented				
4.10	Sharps containers are readily available and utilized. Sharps containers are never allowed to fully fill and are disposed of when $\frac{3}{4}$ full.				
4.11	Sharps containers associated with biohazardous materials are disposed of through biohazard waste				
4.12	Broken glass is not handled directly, but is removed using other implements such as a brush and dustpan, tongs, or forceps.				
4.13	Glassware is disposed of in broken glass boxes containers lined with plastic liners.				
4.14	Glassware associated with biohazardous materials is discarded through biohazard waste				
PPE					
4.15	Gloves are appropriate for the hazards in the laboratory and worn when required.				
4.16	Gloves are changed when integrity is compromised, when contaminated, or when otherwise necessary				
4.17	Safety glasses with side protection, meeting ANSI Z87.1 are available and worn when appropriate				
4.18	Goggles are available and used when there is a potential for splash or splatters				
4.19	Face shields are available and used when needed				
4.20	Lab coats and/or other protective clothing is worn to minimize exposure to hazardous material (gowns, shoe covers, masks, respirators)				

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4.21	If respirators are required for work with hazardous agents, personnel are appropriately trained and fit-tested on an annual basis				
Facilities and Equipment					
4.22	Laboratories have doors for controlled access				
4.23	Laboratory has a sink for hand washing				
4.24	Laboratory furniture must be stable and capable of supporting anticipated loads from equipment and supplies				
4.25	Bench tops must be impervious to water and resistant to heat, organic solvents, etc. They must be non-porous and able to be decontaminated				
4.26	Chairs or stools in the laboratory must be covered with a non-porous material that can be cleaned and decontaminated				
4.27	An effective pest management program must be in place for BSL-2 laboratories				
4.28	Appropriate biological safety cabinets are available for use with hazardous agents and any procedures that may produce splashes or aerosols				
4.29	Biological safety cabinets are up-to-date and certified on an annual basis				
4.30	Personnel have been instructed on the proper usage of biological safety cabinets and can demonstrate this				
4.31	Surfaces within the biological safety cabinets are disinfected prior to and after use, with appropriate disinfectant solutions				
4.32	Bunsen burners and/or open flames are not used in biosafety cabinets				
4.33	Centrifuges used with biohazardous material must utilize cups to prevent aerosol generation. If microcentrifugation of biohazardous material is conducted, it should be performed within a biological safety cabinet.				
4.34	Vacuum lines must be protected with in-line HEPA filters. Liquid disinfectant traps should be utilized to prevent contamination				

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4.35	No mouth pipetting is permitted. Mechanical pipettors must be used at all times.				
4.36	Eye wash stations are available. These must be ANSI-approved stations and be located no more than 10 seconds travel time from the work space.				
5.0	EMERGENCY PROCEDURES				
5.1	The laboratory has a written emergency plan.				
5.2	Personnel know how to report accidents, injuries and exposures				
5.3	Eye wash stations are tested on a weekly basis by laboratory personnel (documented). Eye washes are free of obstruction and protective caps are in place.				
5.4	A safety shower is available				
5.5	Personnel understand spill procedures for biological hazards and a spill kit is available in the laboratory.				
5.6	Procedures are in place for notification of the Safety Office and other responsible personnel.				
6.0	FIRE SAFETY				
6.1	The correct type of fire extinguisher is present in the laboratory				
6.2	All personnel have had fire extinguisher education or training by either: 1) Attending a hands-on training; 2) Viewing a Fire Extinguisher training video; or 3) Reading Fire Educational material				
6.3	An annual inspection of the fire extinguisher is conducted				
6.4	The extinguisher is not obstructed				
6.5	Fire alarm pull stations are not obstructed				
7.0	ANIMAL USE				
7.1	Are animals brought into the lab space for procedures?				
7.2	If yes to 7.1, is there IACUC approval to bring animals into the lab space?				
7.3	Are personnel educated on hazards of working with animals, including allergies?				

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7.4	Are any perfusion experiments with formaldehyde performed in the lab space?				
7.5	Are personnel monitored for formaldehyde exposure?				
7.6	Is isoflurane used in the lab space?				
7.7	If yes to 7.5, do you use an isoflurane vaporizer?				
7.8	If yes to 7.6, when was the vaporizer last certified?				
8.0	LABORATORY BIOLOGICAL WASTE DISPOSAL/DECONTAMINATION				
8.1	Is an autoclave available for decontamination?				
8.2	Is biohazardous waste placed into proper bags (orange or red bags that have the biohazard symbol)?				
8.3	Are the biohazardous waste containers labeled with the biohazard symbol and the word "biohazard"?				
8.4	Biohazard containers are closed except when adding waste				
8.5	Biohazards are not put in regular trash or flushed down the sink				
8.6	Biohazard waste is not mixed with chemical waste				
8.7	Biohazard waste is disposed of through the MedSharps program?				
8.8	Biohazard waste for disposal is properly packed and sealed in leak-proof containers and properly stored before pickup?				
8.9	Regular trash is not placed into biohazardous waste				
8.10	Biohazardous sharps containers are packaged properly into biohazard waste containers.				
8.11	Liquid biohazardous waste is decontaminated using approved disinfectants prior to placing in biohazardous waste containers				
8.12	Equipment must be decontaminated before repair, maintenance or removal from the laboratory				
Item #	Item	Yes	No	N/A	Comments
9.0	SHIPPING				
9.1	Does the laboratory ship biohazardous material?				
9.2	If yes, has a laboratory representative undergone				

	required shipping training for shipping infectious and biological substances in the past 2 years?				
9.3	If yes to 9.2, please list the person here: Name: _____ Training Date: _____				