

Tuskegee University Biosafety Compliance Checklist

Date: _____

Laboratory _____

Principal Investigator(s): _____

Inspected By: _____

Safety and Health Program	Yes	No	N/A	Comments
1. There is a written safety and health plan for employees that addresses anticipated cleanup activities and spill containment.				
2. The safety and health plan identifies, evaluates, and controls safety and health hazards, and provides emergency response.				
3. A person is designated with responsibility and authority to direct all hazardous waste and operations.				
4. There is comprehensive work plan that outlines normal operating procedures.				
5. There is a list of personnel who have access to the laboratory with functions and responsibilities identified.				
6. Biohazard signs are posted.				
7. Safety guidelines/practices are posted.				
8. All users of the laboratory have received biosafety training .				
9. There is documentation of biosafety training.				
10. The safety and health plan is reviewed annually and revised as needed.				

Personal Protective Equipment	Yes	No	N/A	Comments
1. Personal protective equipment (gowns, gloves, masks, goggles, etc.) is available and used to protect employees from hazards and potential hazards likely to be encountered.				
2. Personal protective equipment is based on the requirements and limitations of the site, and the hazards and potential hazards of the site.				
3. All personal protective equipment is disposed of according to OSHA guidelines.				
4. All non-disposable personal protective equipment is decontaminated, cleaned, laundered, and maintained or replaced as needed to ensure effectiveness.				
5. Clothing is disposed of or decontaminated before it is removed from the work zone.				
6. Other				

Decontamination	Yes	No	N/A	Comments
1. A decontamination procedure has been developed, communicated to employees, and implemented prior to any employee or equipment entering work areas with potential for exposure to hazardous substances.				
2. Standard operating procedures have been developed to minimize employee contact with hazardous substances or equipment used in contact with hazardous substances.				
3. All employees leaving a contaminated area are appropriately decontaminated, with contaminated clothing and equipment properly disposed of or decontaminated.				
4. Decontamination procedures are monitored by the principal investigator or director to determine its effectiveness.				

5. Other				
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Biological Storage and Transport	Yes	No	N/A	Comments
1. All biological agents are clearly identified.				
2. The biosafety level of each biological agent is labeled/marked.				
3. Appropriate transporting containers (double packing) are used when transporting biological agents from one lab to another.				
4. Other				

Waste Storage and Transport	Yes	No	N/A	Comments
1. All waste containers meet DOT*, OSHA*, and EPA* regulations for the waste contained.				
2. Waste containers are inspected for integrity before being moved.				
3. All waste containers are appropriately labeled and handled.				
4. There are OSHA approved sharps containers.				
5. There are OSHA approved biohazard bags in each biohazard container.				
6. Other				

Chemical Storage and Transport	Yes	No	N/A	Comments
1. MSDS are available and accessible.				
2. There is a list of all chemicals stored in the laboratory.				
3. Chemicals are stored in approved containers and cabinets.				
4. Compressed gas cylinders are anchored to the wall with appropriate fixtures.				
5. Containers are properly labeled as to content.				
6. Chemicals are not stored near heat producing equipment, i.e., microwaves, open flames, etc.				

7. Other				
General Cleanliness	Yes	No	N/A	Comments
1. Floors are clean and free of excess clutter.				
2. Surface areas are clean and free of excess clutter.				
3. There is no excess clutter on counters or shelves.				
4. There is appropriate storage for laboratory and other supplies.				
5. Other				

Personnel Protection/Fire Safety	Yes	No	N/A	Comments
1. Approved fire extinguishing equipment is available for use in controlling fires.				
2. Eye wash station or device is accessible.				
3. Emergency shower is accessible.				
4. Appropriate hoods (chemical and/or fume) are used and functioning.				
5. Emergency Lighting				
6. Other				

Corrective Action Completed (Date): _____

Principal Investigator/Director: _____

Tuskegee University Biosafety Committee: _____

*Department of Transportation, Occupational Safety and Health Administration, and Environmental Protection Agency