

## Checklist for Biosafety Level 1 Laboratory Operations

Department \_\_\_\_\_ Building \_\_\_\_\_ Room # \_\_\_\_\_

Principal Investigator \_\_\_\_\_ Net ID \_\_\_\_\_ Phone # \_\_\_\_\_

Laboratory Contact \_\_\_\_\_ Net ID \_\_\_\_\_ Phone # \_\_\_\_\_

IBC Member(s) Present \_\_\_\_\_ Date Completed \_\_\_\_\_

The following statements are based primarily on the Biosafety Level 1 section of *Biosafety in Microbiological and Biomedical Laboratories, 5<sup>th</sup> edition, 2007* ([http://www.cdc.gov/biosafety/publications/BMBL\\_5th\\_Edition.pdf](http://www.cdc.gov/biosafety/publications/BMBL_5th_Edition.pdf)). Check the appropriate box for each statement. Please provide comments or an explanation for “No” or “NA” (Not Applicable) responses. This checklist may be used for in-house assessment or as part of a review completed by the Institutional Biosafety Committee. Contact the Biological Safety Officer ([fac2@cornell.edu](mailto:fac2@cornell.edu), 4-4888) if you have any questions or require assistance.

### A. Standard Microbiological Practices

	Yes	No	NA
1. Access to the laboratory is limited or restricted at the discretion of the Principal Investigator or laboratory supervisor when experiments are in progress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Personnel wash their hands after they handle viable materials and animals, after removing gloves, and before leaving the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Eating, drinking, handling contact lenses, and applying cosmetics are not permitted in the laboratory. Persons who wear contact lenses in laboratories should also wear safety glasses, goggles or face shield. Food is stored outside the laboratory in cabinets or refrigerators designated for this purpose only.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Mouth pipetting is prohibited; mechanical pipetting devices are used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. All procedures are performed carefully to minimize the creation of splashes or aerosols.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Work surfaces are decontaminated at least once a day and after any spill of viable material with a disinfectant effective against the agents of concern.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Cultures, stocks, contaminated plasticware, and other non-sharps wastes are autoclaved prior to disposal. Consult specific University or College disposal requirements (e.g., clear autoclave bags, red biohazard bags).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Policies for the safe handling of sharps, such as needles, scalpels, pipettes, and broken glassware must be developed and implemented. Whenever practical, laboratory supervisors should adopt improved engineering and work practice controls that reduce risk of sharps injuries. Precautions, including those listed below, must always be taken with sharp items. These include:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Careful management of needles and other sharps are of primary importance. Needles <u>must not be</u> bent, sheared, broken, recapped, removed from disposable syringes, or otherwise manipulated by hand before disposal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Used disposable needles and syringes must be carefully placed in conveniently located puncture-resistant containers used for sharps disposal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Non-disposable sharps must be placed in a hard walled sharps disposal container used for sharps disposal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Broken glassware must not be handled directly. Instead, it must be removed using a brush and dustpan, tongs, or forceps. Plasticware should be substituted for glassware whenever possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- |  | <b>Yes</b>               | <b>No</b>                | <b>NA</b>                |
|--|--------------------------|--------------------------|--------------------------|
| 9. Culture fluids and other contaminated liquid wastes are autoclaved or decontaminated with a suitable disinfectant before disposal down the sanitary drain.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Materials to be decontaminated outside of the immediate laboratory are placed in a durable, leak-proof container and closed for transport from the laboratory. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. An insect and rodent control program is in effect.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments/Explanations for Standard Microbiological Practices

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### ***B. Special Practices***

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| 1. Hypodermic syringes and needles, when not in use, are secured (i.e., locking cabinet, drawer) against unauthorized access. A log of stock materials and their distribution is maintained. A Certificate of Need from the NYS Department of Health is on file. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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Comments/Explanations for Special Practices

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### ***C. Safety Equipment (Primary Barriers)***

- |  | <b>Yes</b>               | <b>No</b>                | <b>NA</b>                |
|--|--------------------------|--------------------------|--------------------------|
| 1. Special containment devices or equipment such as a biological safety cabinet is generally not required for manipulations of agents assigned to Biosafety Level 1.   |                          |                          |                          |
| 2. If used, biological safety cabinets are certified annually, when cabinets are moved, or when HEPA filters are changed.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Protective eyewear should be worn for conduct of procedures in which splashes of microorganisms or other hazardous materials is anticipated.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Laboratory coats, gowns, or uniforms are worn to prevent contamination or soiling of street clothes. This protective clothing is removed and left in the laboratory before leaving for or travel through non-laboratory areas (e.g., cafeteria, library, administrative offices, public corridors). All protective clothing is disposed of in the laboratory, laundered by the institution, or autoclaved and laundered at home by personnel. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Gloves must be worn to protect hands from exposure to hazardous materials. Glove selection should be based on an appropriate risk assessment. Gloves are disposed of when contaminated, removed when work is completed, and are not worn outside the laboratory. Disposable gloves are not washed or reused. Hands are washed after glove use.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments/Explanations for Safety Equipment

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**D. Laboratory Facilities (Secondary Barriers)**

	<b>Yes</b>	<b>No</b>	<b>NA</b>
1. Each laboratory contains a sink for hand washing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The laboratory is designed so that it can be easily cleaned and decontaminated. Carpets, rugs, and cloth furniture are not appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Bench tops are impervious to water and resistant to moderate heat, acids, alkalis, organic solvents, and chemicals used to decontaminate the work surface.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Laboratory furniture is sturdy and capable of supporting anticipated loads and uses. Spaces between benches, cabinets, and equipment are accessible for cleaning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. If the laboratory has windows that open, they are fitted with fly screens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. An autoclave for pre-treatment of laboratory wastes is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. An eyewash facility is readily available within the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Explanations for Laboratory Facilities

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