

PI's Name \_\_\_\_\_ Date \_\_\_\_\_ Bldg./Rm# \_\_\_\_\_

**CDC Biosafety Level 3 (BSL-3)**

- Yes  No      1. Is access to the laboratory limited or restricted at the discretion of the laboratory director when experiments are in progress?
- Yes  No      2. Do persons wash their hands after handling infectious materials, after removing gloves, and when they leave the laboratory?
- Yes  No      3. Is Eating, drinking, smoking, handling contact lenses, and applying cosmetics not permitted in the laboratory?
- Yes  No      4. Do persons who wear contact lenses in laboratories also wear goggles or a face shield?
- Yes  No      5. Is food stored outside the work area in cabinets or refrigerators designated for this purpose only?
- Yes  No      6. Is mouth pipetting prohibited?
- Yes  No      7. Are mechanical pipetting devices used?
- Yes  No      8. Are policies prohibiting sharps instituted?
- Yes  No      9. Are all procedures performed carefully to minimize the creation of aerosols?
- Yes  No      10. Are work surfaces decontaminated at least once a day and after any spill of viable material?
- Yes  No      11. Are all cultures, stocks, and other regulated wastes decontaminated before disposal by an approved decontamination method, such as autoclaving?
- Yes  No      12. Is infectious waste from BSL-3 laboratories decontaminated before removal for off-site disposal?
- Yes  No      13. Are insect and rodent control programs in effect (see Appendix G)?
- Yes  No      14. Are laboratory doors kept closed at all times?
- Yes  No      15. Does the laboratory director control access to the laboratory and restrict access to persons whose presence is required for program or support purposes?
- Yes  No      16. Are persons who are at increased risk of acquiring infection or for whom infection may have serious consequences not allowed in the laboratory or animal rooms? (For example, persons who are immuno-compromised or immuno-suppressed may be at risk of acquiring infections.)
- Yes  No      17. Does the director have the final responsibility for assessing each circumstance and determining who may enter or work in the laboratory?
- Yes  No      18. Are there no minors allowed in the laboratory?
- Yes  No      19. Does the laboratory director establish policies and procedures whereby only persons who have been advised of the potential biohazard, who meet any specific entry requirements (e.g.,

immunization), and who comply with all entry and exit procedures, enter the laboratory or animal rooms?

- Yes  No 20. Is a hazard warning sign, incorporating the universal biohazard symbol, posted on all laboratory and animal room access doors?
- Yes  No 21. Does the hazard warning sign identify the agent, list the name and telephone number of the laboratory director or other responsible person(s), and indicate any special requirements for entering the laboratory, such as the need for immunizations, respirators, or other personal protective measures?
- Yes  No 22. Do laboratory personnel receive the appropriate immunizations or tests for the agents handled or potentially present in the laboratory (e.g., hepatitis B vaccine or TB skin testing), and periodic testing as recommended for the agent being handled?
- Yes  No 23. Are baseline serum samples collected as appropriate and stored for all laboratory and other at-risk personnel? (Additional serum specimens may be periodically collected, depending on the agents handled or the function of the laboratory.)
- Yes  No 24. Is a biosafety manual specific to the laboratory prepared or adopted by the laboratory director?
- Yes  No 25. Are biosafety precautions incorporated into standard operating procedures?
- Yes  No 26. Are personnel advised of special hazards and required to read and follow instructions on practices and procedures?
- Yes  No 27. Do laboratory and support personnel receive appropriate training on the potential hazards associated with the work involved, the necessary precautions to prevent exposures, and the exposure evaluation procedures?
- Yes  No 28. Do personnel receive annual updates or additional training as necessary for procedural changes?
- Yes  No 29. Is the laboratory director responsible for ensuring that, before working with organisms at BSL3, all personnel demonstrate proficiency in standard microbiological practices and techniques, and in the practices and operations specific to the laboratory facility? (This might include prior experience in handling human pathogens or cell cultures, or a specific training program provided by the laboratory director or other competent scientist proficient in safe microbiological practices and techniques.)
- Yes  No 30. Are all open manipulations involving infectious materials conducted in biological safety cabinets or other physical containment devices within the containment module?
- Yes  No 31. There is no work in open vessels conducted on the open bench?
- Yes  No 32. Is clean-up facilitated by using plastic-backed paper toweling on non-perforated work surfaces within biological safety cabinets?
- Yes  No 33. Are laboratory equipment and work surfaces decontaminated routinely with an effective disinfectant, after work with infectious materials is finished, and especially after overt spills, splashes, or other contamination with infectious materials?

- Yes  No 34. Are spills of infectious materials decontaminated, contained and cleaned up by appropriate professional staff, or others properly trained and equipped to work with concentrated infectious material?
- Yes  No 35. Are spill procedures developed and posted?
- Yes  No 36. Is contaminated equipment decontaminated before removal from the facility for repair or maintenance or packaging for transport, in accordance with applicable local, state, or federal regulations?
- Yes  No 37. Are cultures, tissues, specimens of body fluids, or wastes placed in a container that prevents leakage during collection, handling, processing, storage, transport, or shipping?
- Yes  No 38. Are all potentially contaminated waste materials (e.g., gloves, lab coats, etc.) from laboratories decontaminated before disposal or reuse?
- Yes  No 39. Are spills and accidents that result in overt or potential exposures to infectious materials immediately reported to the laboratory director?
- Yes  No 40. Is appropriate medical evaluation, surveillance, and treatment provided and are written records maintained?
- Yes  No 41. Are animals and plants not related to the work being conducted not permitted in the laboratory?
- Yes  No 42. Is protective laboratory clothing such as solid-front or wrap-around gowns, scrub suits, or coveralls worn by workers when in the laboratory?
- Yes  No 43. Is protective clothing not worn outside the laboratory?
- Yes  No 44. Is Reusable clothing decontaminated before being laundered?
- Yes  No 45. Is clothing changed when overtly contaminated?
- Yes  No 46. Are gloves worn when handling infectious materials, infected animals, and when handling contaminated equipment?
- Yes  No 47. Is frequent changing of gloves accompanied by hand washing?
- Yes  No 48. Are disposable gloves not reused?
- Yes  No 49. Are all manipulations of infectious materials, necropsy of infected animals, harvesting of tissues or fluids from infected animals or embryonate eggs, etc., conducted in a Class II or Class III biological safety cabinet (see Appendix A)?
- Yes  No 50. When a procedure or process cannot be conducted within a biological safety cabinet, are appropriate combinations of personal protective equipment (e.g., respirators, face shields) and physical containment devices (e.g., centrifuge safety cups or sealed rotors) then used?
- Yes  No 51. Are respiratory and face protection used when in rooms containing infected animals?

- Yes  No 52. Is the laboratory separated from areas that are open to unrestricted traffic flow within the building, and is access to the laboratory restricted?
- Yes  No 53. Is there a passage through a series of two self-closing doors into the laboratory from access corridors?
- Yes  No 54. Are the doors lockable (see Appendix F)?
- Yes  No 55. Is there a clothes change room included in the passageway?
- Yes  No 56. Does each laboratory room contain a sink for hand washing?
- Yes  No 57. Is the sink hands-free or automatically operated?
- Yes  No 58. Is the sink located near the room exit door?
- Yes  No 59. Are the interior surfaces of walls, floors, and ceilings of areas where BSL-3 agents are handled constructed for easy cleaning and decontamination?
- Yes  No 60. Are the seams, if present, sealed?
- Yes  No 61. Are the walls, ceilings, and floors smooth, and impermeable to liquids and resistant to the chemicals and disinfectants normally used in the laboratory?
- Yes  No 62. Are the floors monolithic and slip-resistant? (Consideration should be given to the use of coved floor coverings.)
- Yes  No 63. Are penetrations in floors, walls, and ceiling surfaces sealed?
- Yes  No 64. Are openings such as around ducts and the spaces between doors and frames capable of being sealed to facilitate decontamination?
- Yes  No 65. Are bench tops impervious to water and are they resistant to moderate heat and the organic solvents, acids, alkalis, and those chemicals used to decontaminate the work surfaces and equipment?
- Yes  No 66. Is laboratory furniture capable of supporting anticipated loading and uses?
- Yes  No 67. Are spaces between benches, cabinets, and equipment accessible for cleaning?
- Yes  No 68. Are chairs and other furniture used in laboratory work covered with a non-fabric material that can be easily decontaminated?
- Yes  No 69. Are all windows in the laboratory closed and sealed?
- Yes  No 70. Is a method for decontaminating all laboratory wastes available in the facility and utilized, preferably within the laboratory (i.e., autoclave, chemical disinfection, incineration, or other approved decontamination method)? (Consideration should be given to means of decontaminating equipment.)
- Yes  No 71. If waste is transported out of the laboratory, is it properly sealed and not transported in public corridors?
- Yes  No 72. Are biological safety cabinets located away from doors, from room

supply louvers, and from heavily-traveled laboratory areas?

- Yes  No 73. Is a ducted exhaust air ventilation system provided?
- Yes  No 74. Does this system create directional airflow that draws air into the laboratory from "clean" areas and toward "contaminated" areas?
- Yes  No 75. Is the exhaust air not recirculated to any other area of the building? (Filtration and other treatments of the exhaust air are not required, but may be considered based on site requirements, and specific agent manipulations and use conditions.)
- Yes  No 76. Is the outside exhaust dispersed away from occupied areas and air intakes, or is the exhaust HEPA-filtered?
- Yes  No 77. Can laboratory personnel verify that the direction of the airflow (into the laboratory) is proper? (It is recommended that a visual monitoring device that indicates and confirms directional inward airflow be provided at the laboratory entry. Consideration should be given to installing an HVAC control system to prevent sustained positive pressurization of the laboratory. Audible alarms should be considered to notify personnel of HVAC system failure.)
- Yes  No 78. Is HEPA-filtered exhaust air from a Class II biological safety cabinet recirculated into the laboratory only if the cabinet is tested and certified at least annually?
- Yes  No 79. When exhaust air from Class II safety cabinets is to be discharged to the outside through the building exhaust air system, are the cabinets connected in a manner that avoids any interference with the air balance of the cabinets or the building exhaust system (e.g., an air gap between the cabinet exhaust and the exhaust duct)?
- Yes  No 80. When Class III biological safety cabinets are used are they directly connected to the exhaust system?
- Yes  No 81. If the Class III cabinets are connected to the supply system, is it done in a manner that prevents positive pressurization of the cabinets (see Appendix A)?
- Yes  No 82. Are continuous flow centrifuges or other equipment that may produce aerosols contained in devices that exhaust air through HEPA filters before discharge into the laboratory?
- Yes  No 83. Are these HEPA systems tested at least annually? (Alternatively, the exhaust from such equipment may be vented to the outside if it is dispersed away from occupied areas and air intakes.)
- Yes  No 84. Are vacuum lines protected with liquid disinfectant traps and HEPA filters, or their equivalent?
- Yes  No 85. Are filters replaced as needed? (An alternative is to use portable vacuum pumps (also properly protected with traps and filters)).
- Yes  No 86. Is an eyewash station readily available inside the laboratory?
- Yes  No 87. Is illumination adequate for all activities, avoiding reflections and glare that could impede vision?

- Yes  No     88. Are the BioSafety Level 3 facility design and operational procedures documented?
- Yes  No     89. Is the facility tested for verification that the design and operational parameters have been met prior to operation?
- Yes  No     90. Are facilities re-verified, at least annually, against these procedures as modified by operational experience?
- Yes  No     91. Is additional environmental protection (e.g., personnel showers, HEPA filtration of exhaust air, containment of other piped services and the provision of effluent decontamination) considered if recommended by the agent summary statement, as determined by risk assessment, the site conditions, or other applicable federal, state, or local regulations?

<b>Biosafety Cabinets</b>			
Location: _____	Location: _____	Location: _____	Location: _____
Model: _____	Model: _____	Model: _____	Model: _____
Serial#: _____	Serial#: _____	Serial#: _____	Serial#: _____
Cert Date: _____	Cert Date: _____	Cert Date: _____	Cert Date: _____

- Biohazard Box Pickup: \_\_\_\_\_
  - Use of Biohazard Bags: \_\_\_\_\_
  - Sharps Boxes Present: \_\_\_\_\_
  - Other Notes or Questions: \_\_\_\_\_
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Lab Technician: \_\_\_\_\_

EH&S Reviewer: \_\_\_\_\_