

## Biosafety level one and two inspection checklist

ASU's research and teaching laboratories that work with biohazards are required to have annual inspections by Environmental Health and Safety biosafety and biosecurity professionals. This checklist will be used during the annual inspections. Laboratory personnel should use this checklist to identify safety and regulatory deficiencies and address them before their annual inspection occurs.

This inspection checklist is designed to help reduce potential exposures to biohazards. Biohazards may include:

- Agents that can infect or cause disease in humans, animals or plants.
- Biohazardous waste.
- Experimentally-infected animals and animals naturally harboring zoonotic infectious agents.
- Genetically-modified organisms.
- Human blood, tissue, organs, cell lines or other materials of human origin.
- Recombinant and synthetic nucleic acid molecules.
- Select agents and toxins.
- Transgenic plants and animals.

Please use this checklist to perform a self-inspection of your own laboratory. If you check **no** to any of these questions, please correct this finding. In doing so, your laboratory will comply with regulations and make a safer working environment for everyone who works or enters your laboratory. If you have any questions, please contact [EHS](#).

**Date:** \_\_\_\_\_

**Lab location(s):** \_\_\_\_\_

**Investigator:** \_\_\_\_\_

**Inspector(s):** \_\_\_\_\_

| Standard practices   |                          |                          |                          |   |
|--|--------------------------|--------------------------|--------------------------|---|
| Questions:   | Yes                      | No                       | N/A                      | Reference(s)  |
| 1. Does the supervisor limit access to the room in accordance with institutional policies? See <a href="#">Biosafety manual</a> for reference.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B001; BMBL: BSL-1, A1, p. 30; BSL-2, A1, p. 33; NIH G-II-A-1-a; NIH G- II-B-1-a |
| 2. Do personnel wash their hands after handling potentially biohazardous materials, after removing gloves and before leaving the laboratory?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B002; BMBL: BSL-1, A2, p. 30; BSL-2, A2, p. 33; NIH G-II-A-1-f; NIH G-II-B-1-f  |
| 3. Is eating, drinking, smoking, handling contact lenses, applying cosmetics and storing food for human consumption prohibited in the lab?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B003; BMBL: BSL-1, A3, p. 30; BSL-2, A3, p. 33; NIH G-II-A-1-e; NIH G- II-B-1-e |
| 4. Is mouth pipetting prohibited and are mechanical pipetting devices used?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B004; BMBL: BSL-1, A4, p. 30; BSL-2, A4, p. 34; NIH G-II-A-1-d; NIH G- II-B-1-d |
| 5. Are written policies for the safe handling of sharps such as needles, scalpels, pipettes, and broken glassware followed and included in the laboratory-specific biosafety manual? See <a href="#">Sharpsfact sheet</a> for reference. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B005; BMBL: BSL-1, A5, p. 30; BSL-2, A5, p. 34                                  |
| 6. Are needle-locking syringes or safety hypodermic needles used when working with biohazards?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B006; BMBL: BSL-1, A5, p. 30; BSL-2, A5, p. 34; NIH G-II-B-2-j                  |
| 7. Do personnel understand that used disposable needles must not be bent, sheared, broken, recapped, removed from disposable syringes or otherwise manipulated?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B007; BMBL: BSL-1, A5a, p. 30; BSL-2, A5a, p. 34                                |
| 8. Are all syringes, needles and sharps disposed of in rigid, puncture-resistant, leak-proof containers?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B008; BMBL: BSL-1, A5b, p. 31; BSL-2, A5b, p. 34; 1910.1030(d)(2)(viii)(C)      |

|   |                          |                          |                          |   |
|---|--------------------------|--------------------------|--------------------------|---|
| 9. Are re-usable sharps placed in a hard-walled container for transport to a processing area for decontamination?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B009; BMBL: BSL-1, A5c, p. 31; BSL-2, A5c, p. 34; 1910.1030(d)(2)(xiii)   |
| 10. Do lab personnel use mechanical means, such as a brush and dustpan, tongs or forceps to clean up broken glassware?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B010; BMBL: BSL-1, A5d, p. 31; BSL-2, A5d, p. 34  |
| 11. Are all procedures performed carefully in a manner to minimize the creation of splashes or aerosols?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B011; BMBL: BSL-1, A6, p. 31; BSL-2, A6, p. 34; NIH G-II-A-1-g; NIH G-II-B-1-g  |
| 12. 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"/> | B012; BMBL: BSL-1, A7, p. 31; BSL-2, A7, p. 34; NIH G-II-A-1-b; NIH G-II-B-1-b  |
| 13. Are all wastes that are contaminated with biohazardous materials autoclaved or decontaminated with an effective disinfectant before they are scheduled for pick-up? See <a href="#">Proper Use of Autoclave</a> for reference.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B013; BMBL: BSL-1, A8, p. 31; BSL-2, A8, p. 34; NIH G-II-A-1-c; NIH G-II-B-1-c; NIH-G-II-B-2-i; 29 CFR 1910.1030(d)(2)(xiv) |
| 14. Do all laboratory personnel receive training regarding their duties, safety policies, precautions and do they receive annual updates and additional training when changes in procedures or policies occur? See <a href="#">Laboratory-Specific Biosafety Training Checklist</a> for reference.                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B014; BMBL: BSL-1, p. 32; A11, BSL-2, A11, p. 35; 1910.1030(g)(2)   |
| 15. Have all personnel, and particularly women of childbearing age, been provided information regarding immune competence and conditions that may predispose them to infection? Are individuals encouraged to self-identify health conditions to their healthcare provider for appropriate counseling and guidance? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B015; BMBL: BSL-1, A11, 32; BSL-2, A11, p. 35   |
| 16. Has everyone working in the laboratory completed a Lab-Specific Biosafety Training Checklist? See <a href="#">Laboratory-Specific Biosafety Training Checklist</a> for reference.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B016: ASU Biosafety Manual  |

### Standard practices

| Questions:   | Yes                      | No                       | N/A                      | Reference(s)   |
|--|--------------------------|--------------------------|--------------------------|--|
| 17. Does the PI or supervisor inform personnel who work in the laboratory about the potential hazards and specific entry requirements (e.g., immunization)?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B017; BMBL: BSL-1, A11, 32; BSL-2, B1, p. 35; NIH G-II-B-2-c |
| 18. Is a medical surveillance program in place for the laboratory?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B018; BMBL: BSL-2, B2, p. 35                                 |
| 19. Are serum samples collected and stored from at-risk personnel?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B019; BMBL: BSL-2, B3, p. 35; NIH G-II-B-2-i                 |
| 20. Has the PI or supervisor developed lab-specific biosafety procedures and incorporated them into either a Biosafety Manual or Standard Operating Procedures? See <a href="#">Biosafety SOP</a> for reference. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B020; BMBL: BSL-2, B4, p. 35                                 |

### Standard practices

| Questions:   | Yes                      | No                       | N/A                      | Reference(s)   |
|--|--------------------------|--------------------------|--------------------------|--|
| 21. Have all laboratory personnel demonstrated proficiency in standard and special microbiological practices before working in the laboratory?                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B021; BMBL: BSL-2, B5, p. 35   |
| 22. Are cultures, tissues and other biohazardous materials placed in a container with a cover that prevents leakage during collection, handling, processing, storage or transport? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B022; BMBL: BSL-1, A8a, p.31; BSL-2, B6, p. 35; NIH G-II-A-2-a; G-II-B-2-a |
| 23. Is laboratory equipment routinely decontaminated, as well as after spills, splashes, and before repair, maintenance or removal from laboratory?                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B023; BMBL: BSL-1, A8, p.31; BSL-2, B7, p. 35                              |
| 24. Are spills involving infectious materials contained, decontaminated and cleaned up by staff properly trained and equipped to work with infectious material?                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B024; BMBL: BSL-1, A8, p.31; BSL-2, B7a, p. 36                             |

|  |                          |                          |                          |                        |
|--|--------------------------|--------------------------|--------------------------|------------------------|
| 25. Are incidents that may result in exposure to infectious materials immediately evaluated and treated according to procedures described in the laboratory-specific safety manual? See <a href="#">Biosafety SOP</a> for reference. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B025; BSL-2, B8, p. 36 |
| 26. Is the PI or supervisor immediately notified if there are spills and accidents that result in exposures to biohazardous materials?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B026; BSL-2, B8, p. 36 |
| 27. Are there written procedures for responding to exposures?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B027; BSL-2, B8, p. 36 |
| 28. Is medical follow-up obtained after spills, accidents and potential exposures?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B028; BSL-2, B8, p. 36 |
| 29. Are animals and plants not associated with the work prohibited from the laboratory?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B029; BSL-2, B9, p. 36 |

## Standard practices

| Questions:  | Yes                      | No                       | N/A                      | Reference(s)                               |
|---|--------------------------|--------------------------|--------------------------|--|
| 30. If there is a biological safety cabinet in the lab, has it been certified within the past year? See <a href="#">Biological Safety Cabinets SOP</a> for reference.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B030; BSL-2, C1, p. 36; NSF 49             |
| 31. Is the biological safety cabinet free of equipment or supplies that can block the air grills and disrupt proper airflow?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B031; p. 308; NSF 49                       |
| 32. Is a biological safety cabinet used for all procedures with a potential for creating biohazardous aerosols or splashes? These may include: grinding, blending, vigorous shaking or mixing, sonic disruption, opening containers of biohazardous materials, especially those whose internal pressures may differ from ambient pressures, inoculating animals intra-nasally and harvesting infected tissues from animals or embryonated eggs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B032; BSL-2, C2a, p. 36                    |
| 33. Is a biological safety cabinet used when high concentrations or large volumes of biohazardous materials are handled?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B033; BSL-2, C1b, p. 36                    |
| 34. Is equipment such as refrigerators or freezers for use or storage of biohazardous materials labeled with a biohazard symbol?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B034; 29 CFR 1910.1030(g)(1)(i)(A)         |
| 35. If centrifuges are used, are sealed rotor heads or safety cups used and only opened in an approved biological safety cabinet or other ventilated containment device?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B035; ASU Biosafety Manual                 |
| 36. If an autoclave is used, are procedures posted? See <a href="#">Proper Use of Autoclave</a> for reference.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B036; ASU Biosafety Manual; 29CFR 1910.132 |

## Standard practices

| Questions:   | Yes                      | No                       | N/A                      | Reference(s)  |
|--|--------------------------|--------------------------|--------------------------|---|
| 37. Do personnel wear lab coats whenever they are in the lab and remove them before leaving the lab? See <a href="#">Biosafety PPE</a> for reference.          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B037; BMBL: BSL-1, C2, p. 32; BSL-2, C2, p. 36; 29 CFR 1910.132; NIH G-II-A-1-h; NIH G-II-B-2-f |
| 38. Are personnel prohibited from taking their lab coats home for laundering?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B038; BMBL: BSL-2, C2, p. 36; NIH G-II-B-2-f; ASU Biosafety Manual                              |
| 39. Do personnel <a href="#">remove gloves</a> before touching <b>clean</b> surfaces such as keyboards, telephones and elevators and before leaving the lab?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B039; BMBL: BSL-2, C2, p. 36; ASU Biosafety Manual  |
| 40. Do personnel wear protective eyewear when performing procedures that have the potential to create splashes or microorganisms or other hazardous materials? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B040; BMBL: BSL-1, C3, p. 32; BSL-2, C3, p. 36  |
| 41. When biohazardous materials must be manipulated outside a biological safety cabinet, do personnel use <a href="#">eye and face protection</a> ?            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B041; BMBL: BSL-2, C3, p. 36; ASU Biosafety Manual  |
| 42. Do personnel wear gloves to prevent contact with biohazardous materials?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B042; BMBL: BSL-1, C4, p. 32; BSL-2, C4, p. 37; NIH G-2-B-2-h; 29 CFR 1910.132                  |

|   |                          |                          |                          |   |
|---|--------------------------|--------------------------|--------------------------|---|
| 43. Are alternatives to latex gloves available for personnel with latex sensitivity?                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B043; BMBL: BSL-1, C4, p. 32; BSL-2, C4, p. 37; 29 CFR 1910.132   |
| 44. Are gloves changed when contaminated, when glove integrity is compromised, or when otherwise necessary? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B044; BMBL: BSL-1, C4a, p. 32; BSL-2, C4a, p. 37; 29 CFR 1910.132 |
| 45. Are <u>hands washed</u> after removing gloves?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B045; BMBL: BSL-1, C4b, p. 32; BSL-2, C4b, p. 37; 29 CFR 1910.132 |
| 46. Are disposable gloves prohibited from being washed or reused?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B046; BMBL: BSL-1, C4c, p. 32; BSL-2, C4c, p. 37; 29 CFR 1910.132 |
| 47. Are contaminated gloves disposed properly?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B047; BMBL: BSL-1, C4c, p. 32; BSL-2, C4c, p. 37; 29 CFR 1910.132 |
| 48. Are eye, face and respiratory protection worn in rooms containing infected animals?                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B048; BMBL: BSL-2, C5, p. 37; 29 CFR 1910.132                     |

## Laboratory facilities

| Questions:   | Yes                      | No                       | N/A                      | Reference(s)  |
|--|--------------------------|--------------------------|--------------------------|---|
| 49. Is a <b>biohazard</b> sign posted on the lab entrance door, which includes the biosafety level, any required immunizations, emergency contact numbers, and any personal protective equipment that must be worn in the lab? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B049; BMBL: BSL-1, A9 p. 31; BSL-2, A9, p. 34; NIH G-II-B-2-d; ASU Biosafety Manual |
| 50. Does the lab have a current registration in EHSA?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B050: ASU Biosafety Manual  |
| 51. Do laboratories have doors for access control?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B051; BMBL: BSL-1, D1, p. 33; BSL-2, D1, p. 37                                      |
| 52. Do laboratories have doors that are self-closing?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B052; BMBL: BSL2, D1, p. 37   |
| 53. Does the lab have a sink for hand washing?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B053; BMBL: BSL-1, D2, p. 33; BSL-2, D2, p. 37; NIH G-II-A-4-d; NIH G- II-B-4-d     |
| 54. Are carpets and rugs prohibited in the laboratory?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B054; BMBL: BSL-1, D3, p. 33; 4-d-2, D3, p. 37                                      |
| 55. Is furniture in the laboratory capable of supporting anticipated loads and uses?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B055; BMBL: BSL-1, D4, p. 33; BSL-2, D4, p. 37; NIH G-II-A-4-c                      |
| 56. Is the room clean and are spaces between benches, cabinets and equipment accessible for cleaning?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B056; BMBL: BSL-1, D4, p. 33; BSL-2, D4, p. 37; NIH G-II-A-4-c; NIH G- II-B-4-c     |
| 57. 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"/> | B057; BMBL: BSL-1, D4a, p. 33; BSL-2, D4a, p. 37; NIH G-II-A-4-b; NIH G-II-B-4-b    |
| 58. Are chairs and other furniture used in the lab covered with a non-fabric material that can be easily decontaminated?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B058; BMBL: BSL-1, D4b, p. 33; BSL-2, D4b, p. 37                                    |
| 59. Are windows that open to the exterior fitted with screens?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B059; BMBL: BSL-1, D5, p. 33; BSL-2, D5, p. 37; NIH G-II-A-4-e; NIH G- II-B-4-e     |
| 60. Are biological safety cabinets located away from doors, windows that can be opened, heavily traveled lab areas and other potentially disruptive equipment?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B060; BMBL: BSL-2, D6, p. 38  |
| 61. If vacuum lines are used, are they protected with High Efficiency Particulate Air, or HEPA, filters or liquid disinfection traps?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B061; BMBL: BSL-2, D7, p. 38; ASU Biosafety Manual                                  |
| 62. Is there an eyewash station readily available in the lab?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B062; BMBL: BSL-2, D8, p. 38; ASU Biosafety Manual                                  |
| 63. Does the room provide an inward flow of air without recirculation to spaces outside the room?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B063; BMBL: BSL-2, D9, p. 38; ASU Biosafety Manual                                  |
| 64. Is a method for decontaminating all waste available in the facility (e.g., autoclave, chemical disinfection, incineration or other validated decontamination method)?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B064; BMBL: BSL-2, D11, p. 38; NIH G-II-B-4-f; ASU Biosafety Manual                 |

## Additional requirements for OSHA bloodborne pathogens

| Questions:   | Yes                      | No                       | N/A                      | Reference(s)                         |
|--|--------------------------|--------------------------|--------------------------|--------------------------------------|
| 65. Have personnel been offered and received appropriate immunizations for the agents potentially present in the lab (e.g., hepatitis B)? Or declined in writing?<br>( <a href="#">Bloodborne Pathogen Exposure Control Plan</a> )<br>( <a href="#">Hepatitis B Virus Consent Declination Form</a> ) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B065; 29 CFR 1910.1030(f)(1)(i)      |
| 66. Do personnel have access to the ASU Bloodborne Pathogens Exposure Control Plan? ( <a href="#">Bloodborne Pathogen Exposure Control Plan</a> )  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B066; 29 CFR 1910.1030(g)(2)(vii)(D) |
| 67. Have personnel with the potential for exposure to bloodborne pathogens or other potentially infectious materials completed ASU's Bloodborne Pathogens Training? ( <a href="#">Lab Specific Biosafety Training</a> )  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B067; 29 CFR 1910.1030(g)(2)(i)      |

## Additional requirements for recombinant and synthetic nucleic acid molecules

| Questions:  | Yes                      | No                       | N/A                      | Reference(s)                         |
|---|--------------------------|--------------------------|--------------------------|--------------------------------------|
| 68. Has the PI's recombinant/synthetic nucleic acid research been reviewed and approved by the Institutional Biosafety Committee?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B068; NIH Section III                |
| 69. Does the laboratory have 10 or more liters of culture present? ( <a href="#">Large Scale Research Fact Sheet</a> )  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B069; NIH III-D-6                    |
| 70. Is the PI familiar with which section of the NIH Guidelines their research falls under?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B070; NIH IV-B-7                     |
| 71. Does the laboratory have an emergency response plan for dealing with accidents, spills, or other incidents involving recombinant/synthetic nucleic acid molecules?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B071; NIH IV-B-2-b-(6)               |
| 72. Are personnel familiar with the emergency response procedures for spills or exposures involving recombinant/synthetic nucleic acid molecules?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B072; NIH IV-B-2-b-(6)               |
| 73. Do lab personnel have access to the NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules?<br>( <a href="#">NIH Guidelines</a> )  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B073; NIH G-I                        |
| 74. Do personnel have access to copies of procedures (e.g., SOPs) for recombinant/synthetic nucleic acid molecules?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B074; NIH G-I                        |
| 75. Are animals not involved in the research prohibited in the room?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B075; NIH G-II-B-2-g                 |
| 76. Are hypodermic needles and syringes used only for parenteral injection and aspiration of fluids from laboratory animals and diaphragm bottles?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B076; NIH G-II-B-2-j                 |
| 77. Are only needle-locking syringes or disposable syringe-needle units (i.e., needle is integral to the syringe) used for the injection or aspiration of fluids containing organisms that contain recombinant or synthetic nucleic acid molecules? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B077; NIH G-II-B-2-j                 |
| 78. Is extreme caution used when handling needles and syringes to avoid autoinoculation and the generation of aerosols during use and disposal?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B078; NIH G-II-B-2-j                 |
| 79. Are spills and accidents, which result in overt exposures to organisms containing recombinant or synthetic nucleic acid molecules immediately, reported to the Biological Safety Officer and Institutional Biosafety Committee?                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B079; NIH G-II-B-2-k                 |
| 80. Is an insect and rodent control program in effect?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B080; NIH G-II-A-2-b; NIH G-II-B-2-e |
| 81. Has a laboratory-specific biosafety manual been adopted?<br>( <a href="#">Lab-Specific Manual</a> )   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B081; NIH G-II-B-2-m                 |
| 82. Are personnel required to read and follow the laboratory-specific biosafety manual? ( <a href="#">Lab-Specific Manual</a> )   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B082; NIH G-II-B-2-m                 |

## Additional requirements for toxins

| Questions:  | Yes                      | No                       | N/A                      | Reference(s)                                 |
|---|--------------------------|--------------------------|--------------------------|--|
| 83. Does the research involving working with or generating any toxins of biological origin? If yes, which toxin(s) and how many milligrams? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B083; ASU Biosafety Manual                   |
| 84. Does the laboratory have any toxins listed on the Select Agent and Toxin list? ( <a href="#">Select Agents and Toxins</a> )             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B084; 42 CFR 73                              |
| 85. Is an inventory control system in place for the toxins?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B085; BMBL, Appendix I                       |
| 86. Is all work with toxins conducted within a certified chemical fumehood or Biological Safety Cabinet?                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B086; BMBL, Appendix I, ASU Biosafety Manual |

## Equipment inventory

| Is there an autoclave present? (Yes <input type="checkbox"/> , No <input type="checkbox"/> ) |              |               |          |                         |                        |
|--|--------------|---------------|----------|-------------------------|------------------------|
| If yes, please include the following information for each:                                   |              |               |          |                         |                        |
|  | Model Number | Serial Number | Location | Last Certification Date | Certification Due Date |
| Autoclave (1)  |              |               |          |                         |                        |
| Autoclave (2)  |              |               |          |                         |                        |
| Autoclave (3)  |              |               |          |                         |                        |

If you need additional space for more than (3) pieces of equipment, please use the blank table below.

| Is there a biological safety cabinet (BSC) present? (Yes <input type="checkbox"/> , No <input type="checkbox"/> ) |              |               |          |                         |                        |
|---|--------------|---------------|----------|-------------------------|------------------------|
| If yes, please include the following information for each:  |              |               |          |                         |                        |
|   | Model Number | Serial Number | Location | Last Certification Date | Certification Due Date |
| BSC (1)   |              |               |          |                         |                        |
| BSC (2)   |              |               |          |                         |                        |
| BSC (3)   |              |               |          |                         |                        |

If you need additional space for more than (3) pieces of equipment, please use the blank table below.

| Is there a centrifuge present? (Yes <input type="checkbox"/> , No <input type="checkbox"/> ) |              |               |          |                         |                        |
|--|--------------|---------------|----------|-------------------------|------------------------|
| If yes, please include the following information for each:                                   |              |               |          |                         |                        |
|  | Model Number | Serial Number | Location | Last Certification Date | Certification Due Date |
| Centrifuge (1)   |              |               |          |                         |                        |
| Centrifuge (2)   |              |               |          |                         |                        |
| Centrifuge (3)   |              |               |          |                         |                        |

If you need additional space for more than (3) pieces of equipment, please use the blank table below.

| Is there a flow cytometer present? (Yes <input type="checkbox"/> , No <input type="checkbox"/> ) |              |               |          |                         |                        |
|--|--------------|---------------|----------|-------------------------|------------------------|
| If yes, please include the following information for each:                                       |              |               |          |                         |                        |
|  | Model Number | Serial Number | Location | Last Certification Date | Certification Due Date |
| Flow Cytometer (1)   |              |               |          |                         |                        |
| Flow Cytometer (2)   |              |               |          |                         |                        |
| Flow Cytometer (3)   |              |               |          |                         |                        |

If you need additional space for more than three pieces of equipment, please use extra blank sheets of paper.