

Biosafety and Chemical Safety Lab Inspection Checklist

Inspection Guide: Adapted from Checklist in Microsoft Forms

This guide is intended to provide an outline of items commonly cited by the Office of Biological Safety or Chemical Safety during annual inspections of labs: it does not present a comprehensive list of requirements for laboratory standard practices.

Questions, concerns, and requests for assistance in preparing for an inspection are welcome.

Yes	No	Partial	N/A	Question
Yes	No	Partial	N/A	Laboratory Emergency Information card is up to date, posted outside of the laboratory, and reviewed annually. Signs on the outside of the door indicate biosafety level, agent(s), and appropriate Personal Protective Equipment (PPE) for entry (e.g., BSL-2 sign, Toxins in Use sign, etc.). Signage reviewed annually.
Yes	No	Partial	N/A	Doors are kept closed (even for BSL-1 work).
Yes	No	Partial	N/A	PPE (lab coat, eye protection, splash goggles, chemical protectant gloves) is readily available and worn by anyone entering the lab (including visitors). A lab coat and eye protection are the minimum required PPE to enter the lab. Are appropriate gloves selected and worn when a risk of skin contact to a hazardous chemical exist?
Yes	No	Partial	N/A	PPE is removed before exiting the laboratory.
Yes	No	Partial	N/A	Laboratory clutter is minimized. Storage of cardboard is minimized, particularly on the floor (vermin control) &/or close to the ceiling (minimize fire hazards). Are benchtops and working surfaces kept clean and uncluttered?
Yes	No	Partial	N/A	Exits and corridors free from obstructions (i.e., lab aisle space are open at least 36-inches and hallways/corridors are open at least 44-inches for traffic). Are egress pathways kept unobstructed and free from trip hazards?
Yes	No	Partial	N/A	All surfaces and furniture in the lab have impermeable surfaces (e.g., are smooth, impermeable to liquids, resistant to disinfectants, and easily cleaned).
Yes	No	Partial	N/A	Food and drink are never kept or consumed in the lab.

Yes	No	Partial	N/A	Acids and bases are stored separately and not stored above shoulder level.
Yes	No	Partial	N/A	Spill trays are present under stored liquid chemicals.
Yes	No	Partial	N/A	All containers in the lab are labeled as to their contents (e.g., chemicals, reagents, water, disinfectants, etc.).
Yes	No	Partial	N/A	All equipment used for biohazardous materials properly labeled with "biohazard" stickers (e.g., freezers used for human cell line storage, liquid nitrogen cryogenic storage containers, incubators, centrifuge, etc.).
Yes	No	Partial	N/A	Hand washing supplies are readily available within the lab (i.e., sink, soap, towels, trash can).
Yes	No	Partial	N/A	Sharps are not left out; needles are never recapped (unless the one-handed method is used). All sharps are disposed of properly. Sharps containers are disposed when they reach ~2/3 to 3/4 full.
Yes	No	Partial	N/A	Are waste receptacles/containers are decontaminated/disposed of appropriately? Where applicable, "OK to Trash" stickers are used properly for decontaminated/inactivated biohazardous waste.
Yes	No	Partial	N/A	Permissible Select Agent toxins (i.e., subthreshold SA toxins) are secured in a lockbox or locked fridge/freezer. Inventory reports are submitted semi-annually to the UW-Madison Office of Biological Safety.
Yes	No	Partial	N/A	Plumbed emergency shower and eyewash are available, unobstructed, and signage clearly visible. Eyewash is flushed weekly and documented. Are fire extinguishers, & electrical panels kept accessible and unobstructed?
Yes	No	Partial	N/A	Biological and chemical spill kits are available and readily accessible to all laboratory personnel. Spill/exposure/release cleanup procedures are in place and readily available to all laboratory personnel (e.g., posted on walls or placed with spill kit).
Yes	No	Partial	N/A	The biological safety cabinet (BSC) has been certified within the past year, is kept free of clutter, and the front grate is kept clear.

Yes	No	Partial	N/A	Vacuum lines located in the lab and in BSCs are protected with liquid trap and an in-line High Efficiency Particulate Air (HEPA) filter.
Yes	No	Partial	N/A	The chemical fume hood has been certified within the past year and is kept free of clutter.
Yes	No	Partial	N/A	Engineering controls (e.g., BSC, fume hood, centrifuge safety cups) are used appropriately to prevent exposure to hazardous aerosols and/or vapors.
Yes	No	Partial	N/A	Centrifuges used for biohazardous materials have sealed rotors, buckets, or safety cups.
Yes	No	Partial	N/A	Autoclave efficacy is tested using biological spore strips/vials or chemical indicators on a regular basis (schedule based on usage frequency; monthly testing recommended). NOTE: Autoclave tape is NOT an effective indicator of autoclave function. A log of efficacy testing results is readily available and contains results, date, and tester initials.
Yes	No	Partial	N/A	Have all personnel received lab specific training and are training records available?
Yes	No	Partial	N/A	All personnel are familiar with the procedures to report potential exposure or biological release events and can locate the First Report of Biological Exposure or Release Event form and are familiar with the procedures to report chemical incidents through the Chemical Safety Incident Report Form.
Yes	No	Partial	N/A	Is a Chemical Hygiene Plan available?
Yes	No	Partial	N/A	Are Safety Data Sheets (SDS) readily available?
Yes	No	Partial	N/A	Is the laboratory's chemical inventory available?
Yes	No	Partial	N/A	Are laboratory Standard Operating Procedures available for all chemical processes?
Yes	No	Partial	N/A	Are cryogens used and stored in a well ventilated or monitored location?