[YEAR] Annual Biosafety Inspections
BSL-2 Laboratories checklist

02/2026

Answer Yes, No or NA (not applicable), by placing an X in the appropriate box.

A. Standard Microbiological Practices	YES	NO	N/A	COMMENTS
1. Access limited to the lab when work is in progress.				
2. Persons wash hands after biohazardous work, after removing gloves and before exiting the lab?				
3. Are soap and towels available at the handwashing sink?				
4. Are eating/drinking/ applying cosmetics prohibited in the lab?				
5. Is food stored outside the work area, in cabinets or refrigerators designated for food only?				
6. Is mouth pipetting prohibited and are mechanical pipetting devices used?				
7. Are all procedures performed carefully in a manner to minimize the creation of splashes or aerosols?				
8. Glassware is minimized and use of durable plastic ware is used whenever is possible.				
9. Are regulated sharps (e.g., needles, syringes, razor blades, lancets) discarded into puncture-resistant, red needle box?				
10. Sharps restricted to use when no alternative exists				
11. Are sharps containers no more than ¾ full? Have full containers been removed?				
12. Are all solid wastes, which are contaminated with biohazardous materials, discarded into red sharps containers, lined red tubs, or lined receptacles for later disposal in red tubs?				
13. Are all liquid wastes, which are contaminated with biohazardous materials, autoclaved or decontaminated with an effective disinfectant before they are poured down the sanitary sewer?				
14. All liquids poured down the sewer are maintained in a log book to assure adequate inactivation time for exposure to bleach. (e.g., info to include date treated/exposure time/notation of biohazard content)				
B. Special Practices	**YES**	**NO**	**N/A**	**COMMENTS**
1. Lab access restricted when working with infectious agents. No minors allowed.				
2. Persons advised of hazards and have required immunizations.				
3. Is a BIOHAZARD sign posted at the lab entrance?				
4. Does the BIOHAZARD sign include information on the agent(s) used, biosafety level, and PI's name/telephone?				
5. Is the biohazard symbol used to identify equipment, containers, refrigerators, etc. that contain or are contaminated with microorganisms or rDNA materials?				
6. Biohazard Incident Reporting sign posted and current?				
7. Biological Waste & Sharps Disposal Chart posted and current?				

Biosafety Level 2	YES	NO	N/A	COMMENTS
1. Supervisor ensures personnel receive appropriate biosafety training.				
2. Do lab personnel exercise a high degree of precaution with all contaminated sharp items, including needles/syringes, slides, pipettes, capillary tubes and scalpels?				
3. Laboratory surfaces decontaminated on a daily basis or after any spill of biological material.				
4. Clearly labeled spill kit containing absorbent material, gloves, disposable plastic scoops, tongs, biohazard bags and appropriate disinfectants are available in the laboratory.				
Biosafety Level 2	**YES**	**NO**	**N/A**	**COMMENTS**
1. Spills and accidents reported to Supervisor and Biosafety Office. Medical follow-up as appropriate.				
C. Safety Equipment (Primary Barriers)	**YES**	**NO**	**N/A**	**COMMENTS**
1. Biosafety cabinet and other containment devices or personnel protective equipment used when:				
a.) potential for splashes/aerosols				
b.) high concentrations or large volumes of agents used				
2. Are eye and face protection disposed of with other contaminated laboratory waste or decontaminated before use?				
3. When biohazardous materials must be manipulated outside a Class II biological safety cabinet, does lab personnel use face protection (e.g., goggles, mask, face shield) for unexpected splashes to the face?				
4. Is the biosafety cabinet functional and current on inspection?				
5. Lab coats worn and removed prior to leaving the lab.				
6. Hangers are provided for laboratory coat storage.				
7. Gloves worn when working with agents. Alternatives to powdered latex available.				
D. Laboratory Facilities (Secondary Barriers)	**YES**	**NO**	**N/A**	**COMMENTS**
1. Are bench tops impervious to water and resistant to acids, solvents and disinfectants?				
2. Provide lockable doors for restricted agents (42 CFR 72.6)				
3. Easily cleaned. No carpet or rugs. Chairs covered with vinyl or suitable material for ease of decontamination.				
4. Eyewash readily available. Checked weekly by staff.				
5. Does lab contain a wrist-operated handwashing sink?				
E. Training and Recordkeeping	**YES**	**NO**	**N/A**	**COMMENTS**
1. Have all lab members completed the Biosafety/Bloodborne pathogen training?				
2. Is a copy of the Autoclave SOP readily available? Has training been provided?				
3. Is there a current copy of the USA Biosafety Manual? Is readily accessible (e.g., desktop or hardcopy)?				

E. Training and Recordkeeping	YES	NO	N/A	COMMENTS
4. Is the Exposure Control Plan (ECP) printed and available?				
5. Is the ECP training log current and is it congruent with the personnel listed on the protocol?				
6. Is there a copy of the Autoclave SOP available? If applicable, is the Autoclave usage log up-to-date? Have all lab members had autoclave training?				
7. Supervisor ensures personnel receive appropriate biosafety training.				
a. Personnel are advised of any special hazards/risks.				
b. Immunizations offered to personnel?				

Additional comments/observations: