

Department:				
Building:				Room #:
Principal Investigator:				
This checklist is based on the NIH Guidelines Appendix-II to outline the lab practices when the agent is being used in the laboratory				
	Yes	No	N/A	Comments
1. Access to the laboratory is limited or restricted by the Principal Investigator when work with organisms containing recombinant or synthetic nucleic acids is in progress. Reference NIH: G-II-B-1-a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Work surfaces are decontaminated at least once a day and after a spill of viable material. Reference NIH: G-II-1-b	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. All contaminated liquid or solid wastes are decontaminated before disposal. Reference NIH: G-II-B-1-c	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Mechanical pipettes are used; no mouth pipetting is permitted. Reference NIH:G-II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Eating, drinking, smoking, and applying cosmetics are not permitted in the areas where study agent(s) are stored or handled. Food is stored in designated units (e.g. cabinets, refrigerators, etc.) clearly labeled for human consumption only. Reference NIH: G-II-B-1-e	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. All procedures are performed carefully to minimize the creation of aerosols, including consideration of the use of a Class II Biological Safety Cabinet. Reference NIH:G-II-B-1-g	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Biohazardous waste containing study agent(s) and contaminated materials are stored in shipping compliant packaging until they are removed for disposal by a licensed medical waste hauler. Reference: NIH: G-II-B-1-c /2-a/2-i	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. The Institution/Principal Investigator establishes policies and procedures whereby only persons who have been advised of the potential hazard and meet any specific entry requirements (e.g., training) may enter the study areas. Reference: NIH: G-II-B-2-c	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. A biohazard warning sign incorporating the universal biosafety symbol is posted on the access door to work area. The biohazard warning sign identifies the agent, lists the name and telephone number of the Principal Investigator or other responsible persons, and indicates the special requirement(s) for entering study areas. Reference: NIH: G-II-B-2-d	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. An insect and rodent control program is in effect. Reference NIH: G-II-B-2-e	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

11. Laboratory coats, gowns, smocks, or uniforms and other required PPE, including gloves, are worn when handling study agent(s). Reference: NIH: G-II-B-2-f/h	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Before exiting study areas to non-study areas (e.g., break room, administrative offices), personal protective equipment is removed. Reference: NIH: G-II-B-2-f	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Needles are not bent or sheared and are only recapped using a one-handed scoop method. Safety needles or needleless systems are used when possible. Extreme caution is taken when handling needles and syringes to avoid autoinoculation and the generation of aerosols during use and disposal. Reference: NIH: G-II-B-2-j	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Used needles or a needle attached to a syringe are promptly disposed in a nearby puncture-resistant sharps container following use. Reference: NIH: G-II-B-2-j	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Spills and accidents that result in overt exposures to study agent(s) are immediately reported to the Institutional Biosafety Committee. Medical evaluation, surveillance, and treatment are provided as appropriate; written records are maintained. Reference: NIH: G-II-B-2-k	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Personnel are advised of special hazards and are required to read and follow instructions on practices and procedures in the Biosafety Manual, OSHA Exposure Control Plan, or equivalent document. Reference: NIH: G-II-B-2-m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Study areas are designed so that they can be easily cleaned (i.e., no carpet, no fabric-upholstered chairs, etc.). Reference: NIH: G-II-B-4-a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Work surfaces are impervious to water and resistant to acids, alkalis, organic solvents, and moderate heat. Reference: NIH: G-II-B-4-b	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Furniture in study areas is sturdy; spaces between benches, cabinets, and equipment are accessible for cleaning. Reference: NIH: G-II-B-4-c	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Each room used for the study contains a sink or is near a sink (e.g., immediately outside of the room) for handwashing. If no sink is located in the room, hand sanitizer (>65% ETOH) is available. Persons wash their hands: (i) after handling study agent(s) or contaminated material, and then removing gloves, and (ii) when exiting study areas. Reference: NIH: G-II-B-1-f /4-d	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. If the study areas have windows that open, they are fitted with fly screens. Reference: NIH: G-II-B-1-f /4-d	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

X

Principal Investigator

Date