

Animal Biosafety Level 1 Survey Checklist

This document is a self-survey checklist for laboratory personnel to complete periodically. Consult the ISU [Laboratory Safety Manual](#) and ISU [Biosafety Manual](#) for further information on the criteria listed below. If a criterion does not apply, check 'yes' or enter N/A in the 'Notes' column. Address and correct all items after surveys are completed. Address questions and concerns to ISU Environmental Health and Safety: ehsinfo@iastate.edu or 515-294-5359.

Name of Inspector: _____ Date: _____

Location Surveyed: _____

Documentation

Criteria	Notes	Yes	No	Date Corrected
Chemical , Biological , and Radiological materials inventories are current and on file with EH&S.		<input type="checkbox"/>	<input type="checkbox"/>	
All necessary signs are present on the entry door and within the laboratory. Door Signage can be created using the EH&S door sign application .		<input type="checkbox"/>	<input type="checkbox"/>	
An Emergency Action Plan is customized, updated, and posted on the inside of laboratory exit(s).		<input type="checkbox"/>	<input type="checkbox"/>	
Current safety training records are available, including site-specific training.		<input type="checkbox"/>	<input type="checkbox"/>	
Current safety manuals are accessible to all lab personnel (Lab Safety Manual , Biosafety Manual , etc.)		<input type="checkbox"/>	<input type="checkbox"/>	
A biosafety manual specific to the animal facility is available and accessible, with specific consideration given to biohazards unique to animal species and protocols being worked on in the facility.		<input type="checkbox"/>	<input type="checkbox"/>	
Standard Operating Procedures have been developed and updated for all hazardous material, processes, and equipment.		<input type="checkbox"/>	<input type="checkbox"/>	
Safety Data Sheets (SDSs) for chemical/biological hazardous materials are available.		<input type="checkbox"/>	<input type="checkbox"/>	
Current IBC protocols are available to all lab personnel.		<input type="checkbox"/>	<input type="checkbox"/>	
A permanent record is maintained of the experimental use and disposal of each animal or group of animals.		<input type="checkbox"/>	<input type="checkbox"/>	
Periodic laboratory safety surveys are conducted by laboratory personnel.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

All laboratory employees have completed an occupational medicine Hazard Inventory form.	<input type="checkbox"/>	<input type="checkbox"/>	
A sharps policy has been implemented.	<input type="checkbox"/>	<input type="checkbox"/>	
Policies/protocols have been established by the animal facility director for emergency situations.	<input type="checkbox"/>	<input type="checkbox"/>	
All animal protocols are reviewed by the IBC and IACUC, as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	
An integrated pest management program is in place.	<input type="checkbox"/>	<input type="checkbox"/>	
Worker safety and health concerns are addressed during animal protocol reviews.	<input type="checkbox"/>	<input type="checkbox"/>	
Policies have been developed and adopted to minimize the creation of splashes and aerosols.	<input type="checkbox"/>	<input type="checkbox"/>	
All genetically engineered neonates (or their containers) are permanently marked 72 hours after birth.	<input type="checkbox"/>	<input type="checkbox"/>	
When an animal containing recombinant or synthetic nucleic acid-modified organisms is euthanized or dies, the carcass is disposed of to avoid its use as food for humans or animals unless authorized by an appropriate federal agency.	<input type="checkbox"/>	<input type="checkbox"/>	
A spill procedure is developed and posted within the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	

General Safety

Criteria	Yes	No	Date Corrected
Access to the facility is controlled.	<input type="checkbox"/>	<input type="checkbox"/>	
Lab doors are self-closing/lockable.	<input type="checkbox"/>	<input type="checkbox"/>	
Work practices are being performed safely.	<input type="checkbox"/>	<input type="checkbox"/>	
Good housekeeping is in evidence. Exits and aisles are unobstructed. Areas are clean, uncluttered, and trash is disposed of properly.	<input type="checkbox"/>	<input type="checkbox"/>	
Food, beverages, tobacco products, and cosmetics are absent from work areas.	<input type="checkbox"/>	<input type="checkbox"/>	
Eating, drinking, using tobacco products, handling contact lenses, and applying cosmetics are prohibited in work areas.	<input type="checkbox"/>	<input type="checkbox"/>	
A sink, soap, and towels are available for handwashing.	<input type="checkbox"/>	<input type="checkbox"/>	
Hands are washed before leaving the lab/animal room.	<input type="checkbox"/>	<input type="checkbox"/>	
Mouth pipetting is prohibited.	<input type="checkbox"/>	<input type="checkbox"/>	
Work surfaces and equipment are decontaminated with disinfectant routinely, and each time infectious material work has occurred.	<input type="checkbox"/>	<input type="checkbox"/>	

Animals and plants not associated with the work are prohibited in animal areas or where infectious work occurs.		<input type="checkbox"/>	<input type="checkbox"/>	
Suitable personal protective equipment is available, in good shape, and stored properly.		<input type="checkbox"/>	<input type="checkbox"/>	
PPE Risk Assessment is completed and PPE is worn in the laboratory/animal room.		<input type="checkbox"/>	<input type="checkbox"/>	
All PPE is removed before leaving the lab/animal room.		<input type="checkbox"/>	<input type="checkbox"/>	
Personnel using respirators have completed annual respirator training and fit testing.		<input type="checkbox"/>	<input type="checkbox"/>	
Personnel who wear contact lenses are wearing appropriate eye protection where potentially high concentrations of airborne particles are present.		<input type="checkbox"/>	<input type="checkbox"/>	
Disposable gloves are prohibited from being washed or reused.		<input type="checkbox"/>	<input type="checkbox"/>	
Long hair is restrained so that it cannot contact hands, specimens, containers, or equipment.		<input type="checkbox"/>	<input type="checkbox"/>	
The use of needles and syringes or other sharp instruments is restricted to situations where there is no alternative.		<input type="checkbox"/>	<input type="checkbox"/>	

Fire & Life Safety

Criteria		Yes	No	Date Corrected
Fire extinguishers are charged, unobstructed, and checked monthly.		<input type="checkbox"/>	<input type="checkbox"/>	
Fire doors are closed unless held open by alarm deactivating magnets.		<input type="checkbox"/>	<input type="checkbox"/>	
Electric items are used correctly. Electrical cords are in good condition. There are no extension cords, only breakered UL power strips are in use, there are no tandem power strips, and high wattage equipment is plugged directly into wall outlets.		<input type="checkbox"/>	<input type="checkbox"/>	
A Spill control kit is available and fully stocked. An appropriate neutralizer for acids/bases is available.		<input type="checkbox"/>	<input type="checkbox"/>	
A First aid kit is available and fully stocked.		<input type="checkbox"/>	<input type="checkbox"/>	
Eyewash and safety shower are available, unobstructed and eyewash flushed monthly (documented) by lab personnel.		<input type="checkbox"/>	<input type="checkbox"/>	
Fume hoods and biosafety cabinets are certified annually and used appropriately.		<input type="checkbox"/>	<input type="checkbox"/>	
Refrigerators are properly labeled (no food/drink, no volatile chemicals, etc.).		<input type="checkbox"/>	<input type="checkbox"/>	

Vacuum lines are protected with liquid disinfectant traps and in-line HEPA filters or their equivalent.		<input type="checkbox"/>	<input type="checkbox"/>	
Secondary containment is in place for all mercury-containing equipment.		<input type="checkbox"/>	<input type="checkbox"/>	
Cages are washed manually or preferably in a mechanical cage washer. The mechanical cage washers have a final rinse temperature of at least 180°F. If manual cage washing is utilized, ensure that appropriate disinfectants are selected.		<input type="checkbox"/>	<input type="checkbox"/>	

Chemicals and Storage

Criteria		Yes	No	Date Corrected
Containers (including waste) are appropriately labeled, with names spelled out (no abbreviations, formulas, or shorthand).		<input type="checkbox"/>	<input type="checkbox"/>	
All containers (including waste) are securely closed when not in use.		<input type="checkbox"/>	<input type="checkbox"/>	
Secondary containment is being used where appropriate (i.e., with liquids, potentially infectious materials).		<input type="checkbox"/>	<input type="checkbox"/>	
Incompatible chemicals are separated, and all chemicals are stored by hazard compatibility (not alphabetically).		<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate shelving is used for liquid chemicals.		<input type="checkbox"/>	<input type="checkbox"/>	
Flammable liquids are being stored correctly. (>1gal in approved containers, >10gal in flammable cabinet)		<input type="checkbox"/>	<input type="checkbox"/>	
Peroxide formers are correctly labeled (yellow sticker), dated, and disposed of by expiration date or tested as directed by policy.		<input type="checkbox"/>	<input type="checkbox"/>	
Gas cylinders are secured, away from heat sources, and capped when not in use.		<input type="checkbox"/>	<input type="checkbox"/>	
Chemicals of interest (nitric acid) are stored securely with controlled access.		<input type="checkbox"/>	<input type="checkbox"/>	

Facilities

Criteria		Yes	No	Date Corrected
Windows are fitted with fly screens.		<input type="checkbox"/>	<input type="checkbox"/>	
Benchtops/cabinets are resistant to chemicals, easily cleaned, and arranged to minimize horizontal spaces.		<input type="checkbox"/>	<input type="checkbox"/>	
Facilities are designed to be easily cleaned with wall and ceiling surfaces that are impervious to		<input type="checkbox"/>	<input type="checkbox"/>	

water and floors that are slip-resistant, impervious to liquids, and resistant to chemicals.				
Illumination is adequate for all activities.		<input type="checkbox"/>	<input type="checkbox"/>	
Animal facilities are separated from areas that are open to unrestricted personnel traffic.		<input type="checkbox"/>	<input type="checkbox"/>	
Sink traps and floor drains are filled with water and/or appropriate decontaminating liquid.		<input type="checkbox"/>	<input type="checkbox"/>	
A double barrier is present between males and females to prevent reproductive transmission.		<input type="checkbox"/>	<input type="checkbox"/>	
Animals are confined/secured in fenced areas to minimize possible theft or unintentional release and patrolled/monitored frequently.		<input type="checkbox"/>	<input type="checkbox"/>	

Hazardous Waste Accumulation and Disposal

Criteria	Notes	Yes	No	Date Corrected
The hazardous <u>waste</u> accumulation area is labeled with an orange SAA sign.		<input type="checkbox"/>	<input type="checkbox"/>	
Waste containers are closed when waste is not actively being added.		<input type="checkbox"/>	<input type="checkbox"/>	
Waste containers are labeled with an orange label. The label is completely filled out when waste accumulation begins.		<input type="checkbox"/>	<input type="checkbox"/>	
A method for decontamination of all lab/animal/greenhouse waste is available.		<input type="checkbox"/>	<input type="checkbox"/>	
Materials that are decontaminated at another site are placed in a closed, durable, leak-proof container and surface-decontaminated prior to removal from the room/lab.		<input type="checkbox"/>	<input type="checkbox"/>	
Biological waste/infectious material is decontaminated before disposal or movement out of containment.		<input type="checkbox"/>	<input type="checkbox"/>	
Full waste containers are <u>picked up by EH&S</u> at regular intervals or as needed when they are full.		<input type="checkbox"/>	<input type="checkbox"/>	
Sharps disposal containers are leak-proof, puncture-proof, and have a lid.		<input type="checkbox"/>	<input type="checkbox"/>	