IOWA STATE UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Environmental Health and Safety
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Animal Biosafety Level 2 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.		☐	☐	
Access to the facility is controlled.		☐	☐	
Lab doors are self-closing/lockable.		☐	☐	
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.		☐	☐	
An Emergency Action Plan is customized, updated, and posted on the inside of laboratory exit(s).		☐	☐	
Current safety training records are available, including site-specific training.		☐	☐	
Current safety manuals are accessible to all lab personnel (Lab Safety Manual, Biosafety Manual, etc.)		☐	☐	
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.		☐	☐	
Standard Operating Procedures have been developed and updated for all hazardous materials, processes, and equipment.		☐	☐	
Safety Data Sheets (SDSs) for chemical/biological hazardous materials are available.		☐	☐	
Current IBC protocols are available in the lab.		☐	☐	
A permanent record is maintained of the experimental use and disposal of each animal or group of animals.		☐	☐	

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

General Safety

Criteria		Yes	No	Date Corrected
Work practices are being performed safely.		☐	☐	
Good housekeeping is in evidence. Exits and aisles are unobstructed. Areas are clean, uncluttered, and trash is disposed of properly.		☐	☐	
Food, beverages, tobacco products, and cosmetics are absent from work areas.		☐	☐	
Eating, drinking, using tobacco products, handling contact lenses, and applying cosmetics are prohibited in work areas.		☐	☐	
A sink, soap, and towels are available for handwashing.		☐	☐	
Hands are washed before leaving the lab/animal room.		☐	☐	
Mouth pipetting is prohibited.		☐	☐	
Work surfaces and equipment are decontaminated with disinfectant routinely, and each time infectious material work has occurred.		☐	☐	
Suitable personal protective equipment is available, in good shape, and stored properly.		☐	☐	

PPE Risk Assessment is completed and PPE is worn in the laboratory/animal room.		☐	☐	
All PPE is removed before leaving the lab/animal room.		☐	☐	
Personnel using respirators have completed annual respirator training and fit testing.		☐	☐	
Personnel who wear contact lenses are wearing appropriate eye protection where potentially high concentrations of airborne particles are present.		☐	☐	
Disposable gloves are prohibited from being washed or reused.		☐	☐	
Long hair is restrained so that it cannot contact hands, specimens, containers, or equipment.		☐	☐	
The use of needles and syringes or other sharp instruments is restricted to situations where there is no alternative.		☐	☐	
Animals and plants not associated with the work being performed are not permitted in the laboratory/animal area.		☐	☐	

Fire & Life Safety

Criteria		Yes	No	Date Corrected
Fire extinguishers are charged, unobstructed, and checked monthly.		☐	☐	
Fire doors are closed unless held open by alarm deactivating magnets.		☐	☐	
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.		☐	☐	
A Spill control kit is available and fully stocked. An appropriate neutralizer for acids/bases is available.		☐	☐	
A spill procedure is developed and posted within the laboratory.		☐	☐	
A First aid kit is available and fully stocked.		☐	☐	
Eyewash and safety shower are available, unobstructed and eyewash flushed monthly (documented) by lab personnel.		☐	☐	
Fume hoods and biosafety cabinets are certified annually, used appropriately, and decontaminated prior to removal from the laboratory/animal room.		☐	☐	
Refrigerators are properly labeled (no food/drink, no volatile chemicals, etc.).		☐	☐	

Vacuum lines are protected with liquid disinfectant traps and in-line HEPA filters or their equivalent.		☐	☐	
Secondary containment is in place for all mercury-containing equipment.		☐	☐	
Cages are autoclaved or decontaminated before washing and rinsed a final time in 180° F water. If manual cage washing is utilized, ensure that appropriate disinfectants are selected.		☐	☐	

Chemicals and Storage

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

Facilities

Criteria		Yes	No	Date Corrected
Windows are fitted with fly screens.		☐	☐	
Benchtops/cabinets are resistant to chemicals, easily cleaned, and arranged to minimize horizontal spaces.		☐	☐	
Facilities are designed to be easily cleaned with wall and ceiling surfaces that are impervious to water and floors that are slip-resistant, impervious to liquids, and resistant to		☐	☐	

chemicals.impervious to liquids, and resistant to chemicals.				
The direction of airflow into the facility is inward; animal rooms maintain inward directional airflow compared to adjoining hallways.		☐	☐	
Exhaust air is discharged to the outside without being recirculated to other rooms.		☐	☐	
Illumination is adequate for all activities.		☐	☐	
Animal facilities are separated from areas that are open to unrestricted personnel traffic.		☐	☐	
Sink traps and floor drains are filled with water and/or appropriate decontaminating liquid.		☐	☐	
A double barrier is present between males and females to prevent reproductive transmission.		☐	☐	
Animals are confined/secured in fenced areas to minimize possible theft or unintentional release and patrolled/monitored frequently.		☐	☐	

Hazardous Waste Accumulation and Disposal

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