

# ISEF Guidelines for Biosafety Level 1 Laboratory Facilities & Operations

## A Self- Assessment Safety Checklist

This form is intended to aid in assessing a laboratory as appropriate to do BSL 1 studies in locations such as water testing facilities, high schools or colleges teaching introductory microbiology classes. The following checklist is based on the Biosafety Level 1 section of "Laboratory Biosafety Manual", 3<sup>rd</sup> edition, World Health Organization, 2004.

Facility Name \_\_\_\_\_

Room # \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

• **Name of Laboratory Supervisor/Teacher** \_\_\_\_\_

- This person must be educated, trained and qualified to supervise microbiological projects and maintain the criteria below.
- Qualifications: (List or attach additional sheet if necessary. Qualifications should include general training in microbiology or a related science)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I attest that I have the qualifications listed above (or attached).

I attest that there will be direct supervision of students when they are in the laboratory.

Laboratory Supervisor/Teacher Signature \_\_\_\_\_

Date of signature \_\_\_\_\_

• **Name of Responsible Administrator** \_\_\_\_\_

I attest that this laboratory is a BSL 1 facility and complies with all procedures listed on this form and that the person named above is educated, trained and qualified to supervise microbiological projects and maintain the criterion below.

Administrator Signature \_\_\_\_\_

Title \_\_\_\_\_

Date of Signature \_\_\_\_\_

## Check the appropriate box for each statement.

If you check any of the following boxes with "NO", you must make appropriate modifications before you can classify the lab as a BSL 1 facility. The safety of students and faculty must be your primary concern.

Yes No

### A. Laboratory Practices

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. All personnel wash their hands after they handle viable materials and animals, after removing gloves, and before leaving the laboratory.                            |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Eating, drinking, handling contact lenses, and applying cosmetics is forbidden in the laboratory.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Mouth pipetting is prohibited and only mechanical pipetting devices are used.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. All procedures are performed to minimize the creation of splashes or aerosols.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Work surfaces are decontaminated with disinfectant when work is completed at the end of the day and after any spill of viable material.                             |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. All contaminated cultures, stocks, glassware, plastic ware and other biologically contaminated waste are autoclaved or decontaminated with a suitable disinfectant. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Culture fluids and other contaminated liquid wastes are autoclaved or decontaminated with a suitable disinfectant before disposal.                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Materials to be decontaminated outside of the laboratory are placed in a durable, leak-proof container and closed for transport from the laboratory.                |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Insect and rodent control procedures are in effect.   |

### B. Personal Protective Equipment

Yes No

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Protective laboratory coats/aprons are worn while in the laboratory and left in the laboratory after use. These coats are never taken from the laboratory without prior autoclaving or disinfection. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Suitable disposable gloves (e.g., latex, nitrile, vinyl) must be worn.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Goggles are available and used when required.  |

### C. Laboratory Facilities

Yes No

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. The laboratory has a sink for hand washing.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. The laboratory is designed so that it can be easily cleaned and decontaminated. (Carpets and rugs are not appropriate)                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Bench tops are impervious to water and resistant to moderate heat, acids, alkalis, organic solvents and chemicals used to decontaminate the work surface. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. The laboratory furniture is sturdy with surrounding spaces accessible for cleaning.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. If the laboratory has windows that are open, they are fitted with fly screens.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Sharps are discarded in a puncture-resistant sharps disposal container.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. A fire extinguisher and first aid supplies are easily accessible within the laboratory  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. An eyewash facility is easily accessible within the laboratory.   |