

**BSL-2 Commissioning Checklist**

<b>Department:</b>	<b>Principal Investigator:</b>
<b>Building:</b>	<b>Contact:</b>
<b>Room(s):</b>	<b>Commissioned By:</b>
	<b>Date:</b>

- Note:**
- (1) A demarcation in the YES column indicates compliance with the respective observation.
  - (2) A demarcation in the NO column indicates action is required by the Principal Investigator prior to EH&S commissioning the laboratory
  - (3) A demarcation in the NA column indicates that the respective observation is not applicable.

<b>A. Laboratory Facilities</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
1. Copies of NIH Guidelines and University Biosafety Manual, and Specific Laboratory Procedures/Protocols are available.			
2. Specific Laboratory Procedures/Protocols that describe all available biohazards in the laboratory and precautions to be taken with the agent being studied are available.			
3. The laboratory is designed to be easily cleaned.			
4. Bench tops are impervious to water and easily cleaned.			
5. Spaces between benches, cabinets, and equipment are accessible for cleaning.			
6. Laboratory has appropriate waste containers and/or labels.			
7. An autoclave for decontamination of contaminated materials is available in the same building.			
8. An insect and rodent control program has been instituted. This includes window screens or other equivalent means.			
9. Doors necessary for closing the research laboratory are not obstructed and able to be closed during experimental procedures.			
10. No observations indicate the activities of eating, drinking, smoking, applying cosmetics or storing food.			
11. An uncontaminated sink suitable for hand-washing is available in the laboratory. It is preferred to have a separate sink for handwashing.			
12. Entrance to the laboratory is posted as a Biohazard Area and in accordance with the recommendations of the BMBL. Note: Specific agents will not be provided on the external postings. Only the applicable risk group(s), entry and exit provisions will be provided on the external postings.			
Comments:			
<b>B. Containment Equipment</b>			
1. Biological safety cabinet(s) is present, located away from laboratory doors or other sources of air-fluctuation or disruption. The cabinet shall be used to contain aerosol-producing activities and equipment (vortexes, blenders, sonicators, centrifuges, etc.) except where the equipment is designed to contain aerosols.			
2. Biological Safety cabinet(s) has a current certification from an approved vendor. All cabinets shall be certified annually.			
3. A chemical fume hood or externally exhausted Class II BSC is available if hazardous chemicals, volatile solvents, or radioactive materials will be used.			
Comments:			
<b>C. Standard Microbiological Laboratory Practices Dictate:</b>			
1. Work surfaces are decontaminated at least daily, and following any spill.			
2. A written procedure for routine decontamination is readily available in the work area. All contaminated materials intended for reuse are decontaminated before washing.			
3. All wastes from the laboratory and/or animal rooms are properly packaged before disposal, according to the university's biosafety manual.			
4. Leak-proof and closed containers are available and used to transport			

contaminated materials if they are removed from the laboratory for autoclaving.			
5. Mechanical pipetting devices are available and used for all pipetting.			
6. Experiment areas of lesser biohazard potential are carefully demarcated.			
7. The PI has a documented training program for all persons working in the laboratory. This ensures all personnel have a good understanding of safe microbiological technique and are familiar with the biohazards in the room.			
8. Suitable disinfectants, containers for disinfectants, biohazard bags, and other applicable items to the written laboratory procedures are available at the work area.			
9. All containers holding biohazards are labeled with a biohazard sign.			
Comments:			
<b>D. Special Practices</b>			
1. Mechanisms are in place to maintain inventory of all biohazards present in the laboratory. The inventory must be available to the personnel and emergency personnel.			
2. The area is restricted to persons who have knowledge of the nature of the research and meet specific entry requirements.			
3. Practices are in place to minimize the creation of aerosols.			
4. Freezers and refrigerators or other units used to store biohazards are labeled with the biohazard symbol.			
5. Personal protective equipment appropriate for the research is required and provided by the principal investigator. Such equipment is not permitted to be worn outside of the laboratory.			
6. All personal protective equipment to be laundered is properly bagged and transferred to the laundry facility.			
7. Protocols are in place to provide medical monitoring, treatment, and surveillance, including immunizations and respirator usage, if appropriate.			
8. A process for reporting and investigating injuries/illnesses involving biohazards exists.			
9. Personnel working with infectious agents covered by the university's Exposure Control Plan (ECP) have had Bloodborne Pathogen Training within the last year. All individuals have access to the university's current ECP.			
10. Investigator has justified the use of any needle and syringe procedures and has documented that all persons working with these items have been shown safe handling practices. Policies for the safe handling of sharps, including reporting of all sharps injuries, are instituted.			
11. A written procedure is available explaining what actions are required in the event of a laboratory emergency, such as accidental spills or personnel contamination. Spills and accidents resulting in overt exposure of humans to organisms are immediately reported to the Biosafety Officer.			
12. Onsite and offsite transportation of biohazards is coordinated through the Biosafety Office.			
13. Principal Investigator maintains all information that pertains to the facility and safe work practices.			
14. Principal Investigator understands that certain biohazardous materials and/or toxins may be of interest to persons or groups interested in terrorist or other illegal activities. Those agents that might pose a serious threat to humans, animals, agriculture, or the livestock industry shall be kept in a secure place within the laboratory. Moreover, if a request to send a dangerous organism for academic purpose is received, the PI must assure that he/she is compliant in transferring such material and that all material transfer regulations are complied.			
Comments:			