



Collaborative Laboratory Inspection Program
SAFETY INSPECTION CHECKLIST

PRINCIPAL INVESTIGATOR: _____ INSPECTOR(S): _____ DATE: _____
PI REPRESENTATIVE: _____ DEPARTMENT: _____ CB#: _____
BUILDING: _____ LAB ROOMS: _____ LAB PHONE: _____

☐ BSL-2

S U C N/A S=Satisfactory U=Unsatisfactory C=Corrective action taken during inspection N/A=Not Applicable

A. RECORDS, NOTICES, SIGNS

CORRECTIVE ACTION

- 1.* Radiation Authorization(s): License, Application
2. Radiation / Worker Registrations
3.* Daily and Monthly Radiation Inventories
4.* Full Rad Survey (or "no source use"): meter, DPM, decon
5. Radiation Survey Records (AU, EHS) Available
6. (Radiation) Notebook Organization
7.* Postings (Signs/Labels/Notice/p. 11, 20 & App I)
8.* Current Manuals: Lab, Rad, Bio, EHS, Exposure Control Plan
9. SDS available (formerly MSDS)
10. Laboratory Safety Plan available (current Schedule F)
11. Training records on file: BBP, annual in-house, etc.
Comments:

B. PROTECTIVE PROCEDURES AND GENERAL SAFETY

- 1.* Security, by lock (cold holding) or attendance (when BSL-2 practices in progress), entry requirements
2.* Food Items in Use, Storage Areas: 3 ft., signage, non-food/ food only
3.* Bench Covers and Area Markings; Biohaz warning symbols
4.* Protective Equip, Lab Coat, Gloves, Shields; no sandals
5.* Survey and Counting Instruments: dead/low batt.; tagged out of service
6. Survey Instrument Calibration: annual, tag if out of service
7.* Engineering controls: CFH overcrowded / airfoil / alarm off. BSC cert, aerosolizing procedures
8. Proper Use/Storage of Dosimeters
9.* Bioassay: on Schedule. Hep B vaccination. Baseline serum samples collected
10.* Vacuum Line Protection. Rad. Bio. Bench. BSC.
11. Lab, Hallways, Exits free of obstruction. Relocate materials not pertinent to BSL-2
12. Haz Chems properly stored: > 10 gal flam/combust out; >30 gal in cabinet. 2nd on floor
13. Compressed Gas Cylinders: supported, upright, labeled
Comments:

C. RADIATION WASTE DISPOSAL

- ___ ___ ___ 1.* Waste Forms and Records: serial #, liq tags _____
- ___ ___ ___ 2.* Waste Packaging: no biohaz bags in dry waste, dump temp waste daily _____
- ___ ___ ___ 3.* Radioactivity in Ordinary Trash _____

Comments: _____

D. RADIATION AND CONTAMINATION MEASUREMENTS

- ___ ___ ___ 1.* Radiation Level ≤ 2 mrem/hr _____
- ___ ___ ___ 2.* Contamination (dpm), \leq est. limits (600 DPM = decon & resurvey) _____
- ___ ___ ___ 3. Corrective Action Recorded _____

Comments: _____

E. ANNUAL PHYSICAL INVENTORY

- ___ ___ ___ 1.* Sources Accounted For _____
- ___ ___ ___ 2.* Records Adequate _____

Comments: _____

F. CHEMICAL WASTE DISPOSAL

- ___ ___ ___ 1. Waste containers properly labeled: "haz waste" or full chem. name ea. _____
- ___ ___ ___ 2. Total volume of waste <55 gallons _____
- ___ ___ ___ 3. Waste Container Lids securely in place _____
- ___ ___ ___ 4. Waste Containers in secondary containment (>4L in 2^{ary}) _____
- ___ ___ ___ 5. Waste stored at or near point of generation _____
- ___ ___ ___ 6. Improper management of photographic waste. _____
- ___ ___ ___ 7. Waste labeled with accumulation start date? _____
- ___ ___ ___ 8. Waste picked up within 12 months of start date? _____

Comments: _____

G. BIOHAZARDOUS WASTE HANDLING

- ___ ___ ___ 1. Waste accumulated properly _____
- ___ ___ ___ 2. Liquid micro waste in sanitary sewer _____
- ___ ___ ___ 3. Autoclave _____
- ___ ___ ___ 4. Biohazard Spill kit in designated BSL-2 _____

H. GLASS AND SHARPS DISPOSAL

- ___ ___ ___ 1. Needles and Syringes disposed of properly _____
- ___ ___ ___ 2. Broken Glass disposed of properly _____

J. LABORATORY SAFETY

- ___ ___ ___ 1. Eyewash and Shower Equipment _____
- ___ ___ ___ 2. Fire Prevention and Detection Equipment _____
- ___ ___ ___ 3. Storage <18 inches below sprinkler heads _____
- ___ ___ ___ 4. Electrical Cords, Receptacles _____
- ___ ___ ___ 5. BSL-2 handwashing sink, soap, paper towels _____
- ___ ___ ___ 6. BSL-2 surfaces easily cleanable: BSC chair, benchtop, floor _____

Comments: _____

K. Other

- ___ ___ ___ 1. Unsafe or unhealthy condition identified _____

Comments: _____