

**Icahn School of Medicine at Mount Sinai (ISMMS)
Institutional Biosafety Program
Biosafety Self-Inspection Checklist**

Principal Investigator:	
Laboratory Safety Officer (LSO):	
Building:	
Room Number(s):	
Inspector:	
Date of inspection:	
Biohazardous agents:	
IACUC protocol(s):	
IBC registration(s):	

Regulatory Guidance References:

[CDC/NIH Biosafety in Microbiological and Biomedical Laboratories \(BMBL\)](#)

[NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules](#)

[ISMMS Biosafety Manual](#)

ISMMS Biosafety Self-Inspection Checklist

July 2021

Insert an "X" to indicate a "Yes", "No", or "N/A" response. Use the Notes field to provide comments as necessary.

Hazard Communications					Notes
1. Is a Laboratory Biohazard Notification ¹ posted on the laboratory door when potentially infectious agents are in use?	Yes	No	N/A		
2. Does the Laboratory Biohazard Notification indicate the appropriate Biological Safety Level (BSL)?	Yes	No	N/A		
3. Are Biohazard labels posted on all equipment (e.g., refrigerators) storing infectious agents and other potentially infectious materials?	Yes	No	N/A		
4. Is the current ISMMS Biosafety Manual ² accessible to laboratory staff (e.g., printed copy or, electronic file, saved webpage)?	Yes	No	N/A		
5. Is the current ISMMS Bloodborne Pathogens Exposure Control Plan ³ accessible to laboratory staff (e.g., printed copy, electronic file, saved webpage)?	Yes	No	N/A		
6. Is the Needlestick/Blood or Body Fluid Exposure (BBFE) ⁴ response procedure posted in the laboratory?	Yes	No	N/A		
Facility Design					Notes
7. Does the PI limit laboratory access during BSL-2 work?	Yes	No	N/A		
8. Does the laboratory contain a sink for hand washing?	Yes	No	N/A		
A. Do personnel wash their hands after handling biohazardous materials or animals and before exiting the laboratory?	Yes	No	N/A		
B. Are hand soap and paper towels available at the sink?	Yes	No	N/A		
9. Is the laboratory designed so that it can be easily cleaned? Is laboratory furniture sturdy? Are Spaces between benches, cabinets, and equipment accessible for cleaning?	Yes	No	N/A		
10. Are benchtops impervious to water? Are chairs covered with non-fabric material? Are rugs or carpet absent from the laboratory?	Yes	No	N/A		
11. Is an unobstructed eye wash readily available (within 10 seconds/50 feet) and checked weekly?	Yes	No	N/A		
12. Are the hallways adjacent to the laboratory clear of obstructions and provide clear egress?	Yes	No	N/A		

¹ The Laboratory Biohazard Notification is available at: <https://icahn.mssm.edu/files/ISMMS/Assets/Research/IBSP-003-Laboratory-Biohazard-Notification.pdf>

² The Institutional Biological Safety Manual is available at: <https://icahn.mssm.edu/research/institutional-biosafety/safety-manual>

³ Details about the ISMMS Bloodborne Pathogens Exposure Control Plan are available at: <https://icahn.mssm.edu/research/institutional-biosafety/bloodborne-pathogens>

⁴ Details about the the Needlestick/Blood or Body Fluid Exposure (BBFE) response procedure are available at: http://intranet1.mountsinai.org/humanresources/forms/EHS/BBFE_Flyer_2_27_18.pdf

Engineering Controls					Notes
13. Are Biological Safety Cabinets (BSCs) certified and appropriately located in laboratory?	Yes	No	N/A		
14. Is staff aware of the proper use/limitations of the BSC (air flow disturbance, volatile/ flammable chemical use, etc.)?	Yes	No	N/A		
15. Is the BSC surface decontaminated with an appropriate chemical disinfectant? UV light should not be used as a method of decontamination.	Yes	No	N/A		
16. Are centrifuge safety cups or sealed rotors used to centrifuge biohazardous materials?	Yes	No	N/A		
17. Are aerosol-generating activities (e.g., sonicating, homogenizing, vortexing) performed in a Biological Safety Cabinet (BSC)?	Yes	No	N/A		
18. Are aerosol-generating procedures performed outside of a BSC?	Yes	No	N/A		
A. If yes, then what additional precautions are in place (e.g., SOPs, barriers, additional PPE, decontamination, etc.)?					
Administrative Controls					Notes
19. Are laboratory personnel enrolled in an Occupational Health/Medical Surveillance Program?	Yes	No	N/A		
20. Are laboratory coats and gloves used in the laboratory during all bench top procedures with potentially biohazardous materials?	Yes	No	N/A		
21. Are laboratory coats, gloves and other PPE removed or discarded before leaving the laboratory?	Yes	No	N/A		
22. Does the PI provide lab-specific biosafety training about the specific hazards present in the lab?	Yes	No	N/A		
23. Are personnel training records up to date?	Yes	No	N/A		
24. Is a process for inventory control in place? Are stocks/cultures documented and labeled?	Yes	No	N/A		
25. Does the PI review IACUC and/or IBC registrations with laboratory staff? Are copies available for staff reference?	Yes	No	N/A		
26. Have personnel been trained in the hazards and instructed in safe-handling methods for the biological agent(s) used in the lab?	Yes	No	N/A		
27. Do personnel possess adequate experience and procedure-specific training for BSL-2 research?	Yes	No	N/A		
28. Do personnel possess adequate experience and procedure-specific training for ABSL-2 research?	Yes	No	N/A		

29. Do personnel possess adequate experience and procedure-specific training for BSL-3 research?	Yes	No	N/A	
30. Do personnel possess adequate experience and procedure-specific training for ABSL-3 research?	Yes	No	N/A	
Exposure Control				Notes
31. Is smoking, chewing gum, handling contacts, applying cosmetics prohibited in the laboratory? Food or drinks are not consumed or stored in the lab.	Yes	No	N/A	
32. Do personnel wear clothing that covers the skin on legs (long pants or skirts) and closed-toe shoes?	Yes	No	N/A	
33. Is appropriate personal protective equipment (PPE) readily available?	Yes	No	N/A	
34. Are policies for the safe handling and disposal of sharps in place?	Yes	No	N/A	
35. Are work surfaces decontaminated with a suitable disinfectant once a day (following work) and after any spill of biohazardous material?	Yes	No	N/A	
36. Are vacuum lines protected with liquid disinfectant traps and/or in-line HEPA filters?	Yes	No	N/A	
37. Are personnel handling tissues, organs, blood or body fluids from macaque species familiar with the risk of B virus infection and post-exposure first aid measures?	Yes	No	N/A	
Biohazardous Waste Management⁵				Notes
38. Is solid biohazardous waste managed and safely stored in appropriate red bag waste containers?	Yes	No	N/A	
39. Is potentially infectious material, including disposable PPE items, discarded into red Regulated Medical Waste bags and waste containers?	Yes	No	N/A	
40. Are all sharps (e.g., needles, broken glassware) placed in puncture-resistant, red sharps containers (e.g., red Stericycle containers) for disposal?	Yes	No	N/A	
41. Are all red bag waste containers and sharps containers closed and not overflowing?	Yes	No	N/A	
42. Is liquid biohazardous waste appropriately decontaminated prior to disposal?	Yes	No	N/A	
43. Is solid biohazardous waste (non-sharps waste and sharps waste) decontaminated before disposal?	Yes	No	N/A	
44. Is potentially infectious material transported in a leak-proof secondary container?	Yes	No	N/A	

⁵ Guidance on Regulated Medical Waste Management are available at: <https://icahn.mssm.edu/research/institutional-biosafety/regulated-medical-waste>

Steam Sterilizer (Autoclave) Use ⁶					Notes
45. Is biohazardous waste autoclaved on-site by laboratory personnel?	Yes	No	N/A		
46. Is biohazardous waste transported to a centralized center for decontamination?	Yes	No	N/A		
47. Are durable, leakproof containers used for transporting contaminated materials to a decontamination site away from the generating laboratory?	Yes	No	N/A		
48. Are process controls used to monitor the autoclave cycle?					
A. Is autoclave tape used for each load?	Yes	No	N/A		
B. Is an approved chemical integrator used with each load?	Yes	No	N/A		
49. Is autoclave performance validated monthly with biological indicators and appropriate process controls?	Yes	No	N/A		
50. Is the autoclave maintained by a service contract?	Yes	No	N/A		
51. Is an autoclave use logbook maintained?	Yes	No	N/A		
52. Is an autoclave SOP available?	Yes	No	N/A		
53. Is proper PPE available for operating an autoclave?	Yes	No	N/A		
Incident Response					Notes
54. Are emergency contact numbers readily available in the laboratory?	Yes	No	N/A		
55. Is a first aid kit available in the laboratory?	Yes	No	N/A		
56. Is a biological spill kit available in the laboratory?	Yes	No	N/A		
57. Are biohazard spill procedures posted and are laboratory staff trained?	Yes	No	N/A		

⁶ Guidance on Steam Sterilizer (Autoclave) Use is available at: <https://icahn.mssm.edu/research/institutional-biosafety/steam-sterilizer>