# General Biosafety Inspection
## Office of Environment, Health & Safety

<table>
<thead>
<tr>
<th>Lab Name</th>
<th>BUA #</th>
<th>Lab Contact</th>
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<tr>
<th>Building</th>
<th>Room #</th>
<th>Department</th>
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<tr>
<th>Name(s) of Inspector(s)</th>
<th>Inspection Date</th>
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<td>mm-dd-yyyy</td>
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Please resolve all inspection issues (where a “No” box is checked) within 30 days. Send an email to bso@berkeley.edu to confirm that issues have been resolved.

## Section A. Training/Record Keeping

1. The BUA is readily accessible, either electronically or in hard copy.
   - [ ] Yes
   - [ ] No
   - [ ] N/A

   **Comments**
   

2. Lab personnel are trained on spill response and reporting of spills.
   - [ ] Yes
   - [ ] No
   - [ ] N/A

   **Comments**

3. New employees have completed "Research Group Recombinant/Non-Recombinant DNA" training and completion is documented.
   - [ ] Yes
   - [ ] No
   - [ ] N/A

   **Comments**
4. All personnel have completed the required safety trainings.
   ○ Yes     ○ No     ○ N/A
   Comments

Section B. General Lab Management

5. Hand washing sink is nearby, stocked with soap and paper towels, and regular use is encouraged.
   ○ Yes     ○ No     ○ N/A
   Comments

6. Eating, drinking, storing food, etc. is prohibited in the lab and the policy is observed.
   ○ Yes     ○ No     ○ N/A
   Comments

7. Lab furniture is non-porous and easy to clean.
   ○ Yes     ○ No     ○ N/A
   Comments

8. Housekeeping is adequate.
9. Actively used work surfaces are disinfected daily.
- Yes
- No
- N/A

Comments

10. An emergency eyewash/shower is available - the eyewash is tested monthly by lab personnel and the shower tested annually by PP-CS.
- Yes
- No
- N/A

Comments

Section C. Personal Protective Equipment

11. Gloves are worn when working with hazardous materials/agents.
- Yes
- No
- N/A

Comments

12. Latex/nitrile gloves are disposed of upon removal.
- Yes
- No
- N/A

Comments
13. Alternatives to latex gloves are available (e.g. nitrile).

- Yes  
- No  
- N/A

Comments

14. Lab coats/gowns are worn when working with hazardous materials/agents.

- Yes  
- No  
- N/A

Comments

15. Eye/face protection is used when working with any hazardous materials or agents that may generate splashes or aerosols (pouring, blending, sonicking, etc.).

- Yes  
- No  
- N/A

Comments

Section D. Waste Disposal

16. Solid BSL 1 waste is processed in an autoclave before being put in the trash.

- Yes  
- No  
- N/A

Comments

17. Solid BSL 1 waste is labeled (e.g. "autoclave waste"," non-medical waste", "sharps").
18. Liquid BSL 1 waste is disinfected with bleach (10% final concentration) or processed in an autoclave before drain disposal.

Comments

19. No recapped needles were observed.

Comments

Overall Comments

This is a BSL-2 Lab.

Section A2. Waste Disposal
Solid biohazardous (red bag) waste is properly labeled and contained.
- Yes
- No
- N/A

Comments

Solid biohazardous (red bag) waste is properly transported.
- Yes
- No
- N/A

Comments

Solid biohazardous (red bag) waste is properly disposed of.
- Yes
- No
- N/A

Comments

1. Access is controlled when experiments are in progress and when lab is empty.
- Yes
- No
- N/A

Comments

2. Biohazardous waste is segregated properly (BSL 2 waste in biohazard bags, BSL 1 waste in
autoclave bags, sharps in sharps containers, etc.).

- Yes
- No
- N/A

Comments

3. No porous material is directly on the floor.

- Yes
- No
- N/A

Comments

4. Liquid biohazardous waste is disinfected prior to drain disposal.

- Yes
- No
- N/A

Comments

Section B2. Signage

5. EH&S-issued biosafety signs are posted outside all doors leading to areas where biohazards are used or stored.

- Yes
- No
- N/A

Comments
6. Lab personnel have been offered appropriate immunizations (including Hepatitis B vaccine for those working with human cell lines, human blood, tissue, or specimens).

- Yes
- No
- N/A

Comments

7. Everyone who has declined an immunization has signed a declination form that is kept in the lab with other biosafety documents.

- Yes
- No
- N/A

Comments

**Section C2. Personal Protective Equipment/Lab Practices**

8. Personnel wash or sanitize their hands after removing gloves and/or before leaving the BSL2 area.

- Yes
- No
- N/A

Comments

9. Work surfaces are disinfected at the end of the work day and after spills (using the appropriate disinfectant.)
10. Disinfectants are refreshed regularly (every two weeks for bleach solutions, according to manufacturer’s recommendations for other disinfectants) and labeled appropriately, including expiration date.

Section D2. Biosafety Cabinets

11. Biosafety cabinets are used when performing procedures with a high potential for creating aerosols or when working with high concentrations or large volumes of biological materials.

12. Biosafety cabinets are certified annually.
13. Biosafety cabinets are free of clutter.
   - Yes
   - No
   - N/A

Comments

Section E2. Vacuum (Containment) Traps

14. Vacuum traps are properly constructed (including an in-line, hydrophobic filter).
   - Yes
   - No
   - N/A

Comments

15. Vacuum traps are in secondary containment.
   - Yes
   - No
   - N/A

Comments

16. Vacuum traps are maintained properly (contents are disinfected, dated, and disposed of in a timely manner)
   - Yes
   - No
   - N/A
Comments

Additional Overall Comments

Submit