

Eastern Michigan University

Biosafety Laboratory Survey Checklist

Building: _____ Room(s): _____

PI: _____ Department: _____

Surveyed By: _____ Survey Date: _____

General Laboratory Safety	Yes	No	NA
1. Is laboratory access controlled?			
2. Are notice signs posted on doors?			
3. Is a biohazard symbol posted at the entrances?			
4. Is contact person correct?			
5. Are emergency phone numbers posted on notice signs?			
6. Any food or drinks in laboratory?			
7. Are non-contaminated broken glass containers labeled?			
8. Do laboratory personnel wash their hands before leaving the lab?			
9. Are safety glasses or goggles available?			
10. Are work surfaces decontaminated on completion of work?			
11. Are aisles free from obstructions?			
12. Are exits free from obstructions?			
13. Is there access to the Chemical Hygiene Plan?			
14. Do laboratory personnel understand how to obtain an SDS?			
15. Are laboratory SOP's available?			
16. Are mechanical pipetting devices used?			
17. Are work areas neat and clean?			
18. Have all laboratory personnel received laboratory training?			
19. Are sharps containers present?			
20. Are laboratory coats left in laboratory after use?			
Chemical Storage			
1. Are chemical containers properly labeled?			
2. Has a chemical inventory been created or updated?			
3. Is the chemical inventory accurate?			
4. Are refrigerators properly labeled?			
5. Are gas cylinders properly secured?			
6. Is storage in cold room compliant?			
7. Are chemicals in use limited to minimum working quantities?			
8. Are large containers on lower shelves?			
Chemical Waste			
1. Are hazardous waste containers closed?			
2. Are hazardous waste containers labeled?			
3. Are the chemical names written out on the label?			

Notes:

Safety Equipment			
1. Are chemical protective disposable gloves available?			
2. Are the chemical protective disposable gloves being reused?			
3. Are eyewash/safety showers accessible and unobstructed?			
4. Are eyewashes activated weekly?			
5. Are safety showers flushed annually?			
6. Are fume hoods operational and inspected annually?			
7. Are fume hoods in use uncluttered?			
8. Are Items in the hood kept six (6) inches from the sash?			
9. Are fire extinguishers available and unobstructed?			
10. Is the current year/date of last inspection indicated on the tag?			
11. Do sprinkler heads have at least an 18" clearance?			
12. Is a phone readily accessible?			
13. Are emergency phone numbers posted next to phone?			
14. Are fire alarm stations convenient?			
15. Is there handwashing soap and paper towel?			
Electric Equipment			
1. Are electric cords and plugs in good condition?			
2. Are grounded receptacles and three prong plugs used?			
3. Are extension cords or power strips daisy-chained to each other?			
4. Are extension cords only used temporarily?			
General Equipment			
1. Are operational procedures posted for autoclaves??			
2. Are performance tests conducted routinely for autoclaves?			
3. Is an autoclave use log maintained?			
4. Are stainless steel pans used to autoclave waste?			
5. Are biosafety cabinets certified annually?			
6. Procedures involving aerosols performed in biosafety cabinets?			
7. Is laboratory equipment being properly maintained?			
8. Are Bunsen burner hoses in good condition?			
9. Are shelves in good condition?			
10. Is laboratory lighting adequate for all activities?			
11. Are floors and corridors free of stored equipment and supplies?			

Notes: