

**Office of Regulatory Research Compliance (ORRC)**

**Howard University Laboratory Biosafety Level 1 Checklist**

Biosafety Level 1 laboratory is suitable for work that involves well-characterized agents not known to cause diseases in immunocompromised adult humans. The checklist is based on *Biosafety in Microbiological and Biomedical Laboratories, 5th edition, 2007* and *NIH Guidelines for Research Involving Recombinant DNA Molecules (NIH Guidelines), Appendix G, September 2009*. Check each statement that are complied and make explanation and comment that are unchecked. This list can be used for self-assessment and is a part of review completed by the Institutional Biosafety Committee.

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| **P.I. Name** |  | **Department** |  |
| **Phone** |  | **Email Address** |  |
| **Lab Location** | |  | |
| **Phone** | |  | |
| **Biological Agents Used/Stored** | |  | |

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| **Biosafety Level 1** | | |
| **Section 1. Standard Microbiological Practices** | | |
|  | 1 | 1. Access to the laboratory is limited or restricted at the discretion of the P.I. when experiments are in progress. |
|  | 2 | 1. Work surfaces are decontaminated once a day after any spill of viable agents. |
|  | 3 | All contaminated liquid or solid wastes are placed in biohazardous bags, autoclaved or decontaminated with suitable disinfectant before disposal. |
|  | 4 | 1. Contaminated materials that are to be decontaminated are placed in a durable leak-proof container which is closed before being removed from the laboratory. |
|  | 5 | 1. No mouth pipetting is permitted; mechanical pipetting devices are used. |
|  | 6 | No eating, drinking, smoking, handling contact lenses, and applying cosmetics are permitted in the work area. Food may be stored outside the laboratory in cabinets/refrigerators designated and used for this purpose only. |
|  | 7 | Wash hands after handling potentially hazardous materials and before leaving the laboratory. |
|  | 8 | All procedures are carefully performed to minimize splashes and creation of aerosols. |
|  | 9 | Policies for safe use of needles, sharps and broken glassware are established and implemented. |
|  | 10 | A sign incorporating the universal biohazard symbol are posted at the entrance to the laboratory if infectious agents are present. Posted information must include the name and telephone number of supervisor. |

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| **Section 2. Special Practices: None** | | |
| **Section 3. Personal Protective Equipment (Primary Barrier)** | | |
|  | 1 | Protective clothing is recommended while in the laboratory. |
|  | 2 | Wear gloves when skin contact is unavoidable with agents. Gloves should not be worn outside the laboratory. |
|  | 3 | Eye and face protection (goggles, mask, face shield or other splatter guard) is used for anticipated splashes or sprays of agents. |
| **Section 4. Laboratory Facilities (Secondary Barrier)** | | |
|  | 1 | 1. The laboratory is designed so that it can be easily cleaned; no carpet or rugs. |
|  | 2 | 1. Spaces between benches, cabinets and equipment are accessible for cleaning. |
|  | 3 | 1. No fabric upholstered/covered furniture or chairs are permitted. |
|  | 4 | 1. Bench tops are impervious to water and resistant to acids, chemicals, organic solvents, and moderate heat. |
|  | 5 | 1. Laboratory furniture is sturdy and capable of supporting anticipated loads. |
|  | 6 | Washing sink and eye wash station are readily available and accessible. |
|  | 7 | Laboratory windows that open to outside are fitted with fly screens. |
|  | 8 | Insect and rodent control programs are in effect. |

Please provide explanation or comment if the statement is unchecked.

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