

DARTMOUTH COLLEGE BIOLOGICAL LABORATORY AUDIT

PRINCIPAL INVESTIGATOR: _____
 DEPT: _____
 LAB REP: _____

AUDITOR: _____ DATE: _____
 BUILDING & ROOM(S): _____
 PHONE: _____

Y = yes; N = no; N/A = not applicable; C = corrected

Y	N	N/A	C	ITEM	COMMENT
				BIOSAFETY APPROVALS AND RESOURCES	
				BioRAFT Biological Registration complete	https://dartmouth.bioraft.com/
				Biological research approved by IBC - provide date	
				Any amendments to IBC approved research is updated in BioRAFT and reviewed by IBC	
				Lab specific biosafety manual and/or SOPs available	
				Lab safety training current for all lab members	
				EHS Compliance Calendar available	
				STANDARD MICROBIOLOGICAL PRACTICES	
				Access to laboratory is restricted	
				Lab door has proper biohazard signage including contact information, emergency numbers	Provided by EHS; contact with updates
				Hands washed after working with samples and before leaving the lab	
				Eating, drinking, storing food/drinks, applying cosmetics, and tobacco use are prohibited in lab areas	
				Mouth pipetting is prohibited	
				Needles are never reused, recapped, bent or broken before disposal	
				Plasticware is substituted for glassware whenever possible	
				Procedures involving aerosol or splash generation are minimized	
				Work surfaces are decontaminated after completion of work	
				Samples put in a durable, leak-proof container for storage or transport	
				Biohazard stickers on all equipment involving biohazards	
				Spill kit available	
				WASTE PROCEDURES AND PRACTICES	
				Bench paper properly disposed of after each use	
				Biological waste (e.g., cultures, stocks, media, tissues, plates) is properly decontaminated before disposal	
				Biological waste is in a secondary container for storage and transport	
				Biological waste and sharps containers are not overfilled	
				No biohazards in regular trash or in non-hazardous glass waste containers	
				Needles, syringes, and other sharps are disposed of in a plastic biohazard sharps container	Available in stockroom
				Non-contaminated broken glassware is disposed of in cardboard glass waste container	Available in stockroom
				PRIMARY CONTAINMENT BARRIERS & PPE	
				Proper PPE is worn while working with biohazards (minimum requirement is gloves and lab coat – more PPE may be required depending on agent or procedure)	
				Mucous membrane protection is worn when aerosol generation is possible	

			No open-toe shoes worn in lab	
			Biological Safety Cabinet is currently certified (annual certification)	
			Biological Safety Cabinet is clean and free of clutter	
			PPE is not worn while handling personal devices (cell phone, computers, iPods, etc)	
			Chemical fume hood is currently certified (annual certification)	
			Chemical fume hood is not used to process biological materials	
			Centrifuges, vortexes, incubators, shakers, etc are clean and in good working condition	
			LABORATORY FACILITIES	
			Lab has sink and soap and/or povidone iodine for hand washing	
			Eyewash station readily available (10 seconds, walking)	
			Emergency shower readily available	
			Benchtops are impervious to water and easily cleaned	
			No cloth furniture or carpets present	
			Gas cylinders are secured with chain to wall	
			If windows can open they are fitted with screens	
			BSL-2 SPECIAL PRACTICES	
			All personnel completed BSL-2 training (BioRAFT)	https://dartmouth.bioraft.com/
			Procedures involving aerosol or splash generation are minimized and otherwise performed in a biosafety cabinet	
			Equipment is routinely decontaminated	
			No animals or plants unrelated to research are present	
			Biosafety cabinet away from heavily traveled areas (doorways, etc)	
			Vacuum lines properly setup with clean HEPA filters and disinfectant	
			Centrifuges used with safety cups to reduce aerosol hazard	
			Personnel familiar with post-exposure evaluation and follow-up	
			BLOODBORNE PATHOGENS (ie, HUMAN CELL LINES, BODILY FLUIDS, TISSUES)	
			Dartmouth Exposure Control Plan available	http://www.dartmouth.edu/~ehs/biological/
			Personnel have completed annual BBP training	
			Personnel have been offered Hepatitis B vaccination or signed declination form	
			Shipping Biological Materials	
			Personnel have completed biological shipping training in the past 2yrs	Scheduled through EHS
Comments:				
All deficiencies must be corrected by:				
Total deficiencies:				
<input type="checkbox"/> ≤4 = pass				
<input type="checkbox"/> >4 = fail				