

In-Lab Biosafety Orientation Checklist

**Check the following points as discussed with new laboratory members:
(Any items not applicable to your lab should be marked "NA".)**

Personal Protective and Emergency Equipment (indicate location and when to be used)

- | | |
|-------------------------------------|----------------------|
| ___ Gloves | ___ Glasses |
| ___ Lab coat | ___ Goggles |
| ___ Shoes (no open-toed or sandals) | ___ Face shield |
| ___ Eye and face protection | ___ Eye wash station |

Personal Hygiene

- ___ Hand washing (soap, towels and sink location)
- ___ Eating/drinking/cosmetic application
- ___ Storage of food or medication in BSL 2 areas

Disinfectants and Decontamination

- ___ Types of disinfectants and their specific uses in the lab
- ___ Dilutions (**i.e. Bleach 1:10, Ethanol 70 or 90 %**)
- ___ Who makes up the dilutions
- ___ Frequency of changing disinfectant solutions (spray or squeeze bottles, glass wash tubs, and pipette washer)
- ___ Disinfectant use and frequency of use (i.e. work surfaces disinfected at least daily and after spill of viable microbial material; equipment disinfected after use and before maintenance or repair work.)

Note: In open containers the liquid must completely cover the contaminated materials or glassware. It is recommended that these disinfectants be changed at least weekly.

Note: It is University policy that all glassware be made safe before any glass wash personnel handle it.

Lab Equipment (discuss operation and use)

- | | | |
|-----------------|-----------------------------|-----------------------|
| ___ Autoclaves | ___ Biosafety cabinets | ___ Equipment Repairs |
| ___ Centrifuges | ___ Traps (cold and vacuum) | ___ Other (identify) |

Note: All contaminated equipment must be decontaminated before any service can be performed.

Medical Waste Handling

___ Laboratory waste chart

___ Medical waste box (**no free standing liquids**); labeling

___ Sharps containers (**no recapping, clipping, or other manipulation of used needles**); labeling

___ Sink disposal

Note: BSL2 material must be disinfected by chemical (bleach) or autoclaving before disposal.

Biosafety Training, Instruction, References

___ Bloodborne pathogen/exposure control plan

___ Live virus worker/medical review

___ Lab safety

___ Instruction regarding specific agents being used in lab; any known symptoms of infection; and the necessary precautions to prevent exposures.

___ Biosafety Manual

(on line @ <http://web.princeton.edu/sites/ehs/biosafety/biosafetypage/toc.htm>)

Emergency Response

___ Biohazard signage

___ Explanation of postings and emergency response procedures related to your lab (i.e. how to handle spills of biological materials, exposure to biological agents, injuries and accidents related to biological materials, etc)

New lab person _____ <i>Name (print)</i>	Orientation completed on: _____ <i>date</i>
_____ <i>Signature</i>	Orientation given by: _____ <i>Name (print)</i>

(Revised 12/2005)