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| **Lab Assessment Date:**      \_\_\_\_\_\_\_\_ **PI/Instructor Name(s)**:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**IBC Protocol # (if applicable)**:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Location of Lab(s)/Workspace(s)**:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Research OR Teaching Space**:       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Biosafety Level (if applicable)**:       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Please provide a brief overview of the research and/or teaching activities which occur in the laboratory/laboratories listed above and the hazards which an individual may encounter (i.e., biological, chemical, radiation, electrical, mechanical):**      |
| **Section 1. Biological Hazards** |
|  | **Y** | **N** | **N/A** | **Comments** |
| 1.1 Do you work with human, non-human primate, or sheep derived source materials (e.g. blood, body fluid, tissue or cell lines)?  |  |  |  |  |
| 1.2 Do you use any materials derived from potentially infectious substances (e.g. purified protein, protein conjugated to Ab)? |  |  |  |  |
| 1.3 Do you work with animal materials (e.g. blood, body fluids, tissue, or cell lines)?  |  |  |  |  |
| 1.4 Do you handle potentially infectious animal materials? |  |  |  |  |
| 1.5 Do you work with infectious agents of human or animal origin? (e.g. virus, bacteria, fungi, protozoa, parasite, prion)? |  |  |  |  |
| 1.6 Is recombinant work done in the lab (exempt or non-exempt)? |  |  |  |  |
| 1.7 Do you use biological toxins or toxin subunits (e.g. diphtheria toxin, cholera toxin, tetrodotoxin, conotoxins, or pertussis toxin)? |  |  |  |  |
| 1.8 All work with biologically hazardous materials is covered by an IBC approved protocol and all research personnel or students can easily access the protocol and are familiar with the contents (i.e., shared lab binder or electronic folder). |  |  |  |  |
| 1.9 Biological materials in the lab are appropriately labeled. |  |  |  |  |
| **Section 2. Chemical Hazards** |
|  | **Y** | **N** | **N/A** | **Comments** |
| 2.1 Do you work with hazardous chemicals in the laboratory?  |  |  |  |  |
| 2.2 Chemical containers are kept closed, in good condition, contain proper labeling including chemical name and hazard information. |  |  |  |  |
| 2.3 Reasonable quantities of chemicals are stored in the lab (less than 3-year supply) |  |  |  |  |
| 2.4 Secondary containment tubs or trays are used to hold containers of liquids or in areas near drains |  |  |  |  |
| 2.5 Cabinets used for storing chemicals are labeled appropriately |  |  |  |  |
| 2.6 Hazardous/corrosive chemicals are stored below eye level |  |  |  |  |
| 2.7 Corrosive, flammable, or pressurized materials are properly stored. Approved containers are used for corrosives and flammables for quantities over 5 gallons |  |  |  |  |
| 2.8 Incompatible materials are segregated to prevent accidental contact with one another (i.e., acids and bases are stored separately; acids and flammables are stored separately; flammables and oxidizers are stored separately; highly reactive materials are stored separately) |  |  |  |  |
| 2.9 Cryogens are stored in a well-ventilated location |  |  |  |  |
| 2.10 Particularly hazardous substances are used in designated, approved areas. |  |  |  |  |
| 2.11 Peroxide forming reagents are marked and tested according to schedule |  |  |  |  |
| 2.12 PI/Instructor and lab members can access safety data sheets (SDS) via a binder or have easy access to Chemwatch and the instructions for locating SDS. |  |  |  |  |
| **Section 3. Aerosol Generating Activities** |
|  | **Y** | **N** | **N/A** | **Comments** |
| 3.1 Do you generate aerosols during your work? If yes, indicate type in comments. |  |  |  |  |
| 3.2 What precautions are taken when using centrifuges? (e.g. buckets with biocontainment caps, screw cap tubes, open buckets and tubes only in BSC) | **Comments:** |
| 3.3 What precautions are taken when using a sonicator or homogenizer? (e.g. use in BSC, use in sealed enclosure or tubes, towel with disinfectant over top) | **Comments:** |
| 3.4 What other procedures could generate aerosols and how do you protect yourself? (e.g. using pipets/needles/syringes, mixing, vacuum system, transfer loops, opening tubes) | **Comments:** |
| **Section 4. Personal Protective Equipment (PPE)** |
|  | **Y** | **N** | **N/A** | **Comments** |
| 4.1 PPE is available and utilized by all persons entering the laboratory/workspace and is appropriate to the work being conducted. |   |   |   |   |
| 4.2 PPE in use matches what is listed in the IBC protocol (if applicable).  |  |  |  |  |
| 4.3 PPE is not worn in public hallways (the one gloved hand method may be utilized if transporting materials in the hallway). |   |   |   |   |
| 4.4 Employees voluntarily wearing respirators have been given OSHA-Appendix D- Employees Using Respirators When Not Required Under the Standard.  |  |  |  |  |
| **Section 5. Safety Equipment** |
|  | **Y** | **N** | **N/A** | **Comments** |
| 5.1 Laminar Flow Hood/Clean Bench used for procedures. |  |  |  |  |
| 5.2 Fume Hood is used in lab and has been inspected in last year by Facilities. |  |  |  |  |
| 5.3 Lab uses Biosafety Cabinet (BSC). |   |   |   | Type of BSC/Class: |
| 5.4 If the BSC is in use it has been certified within the past year. BSC certification label is on unit. |  |  |  |  |
| 5.5 The BSC is kept free of clutter and the front grate is kept clear. |   |   |   |   |
| 5.6 Are you using heat-generating items in the BSC (i.e. Bunsen burner, propane cylinders, gas plumbed in the BSC)? |  |  |  |  |
| 5.7 Do you use the UV light in the BSC? |  |  |  |  |
| 5.8 The BSC vacuum lines are protected with liquid trap and in-line High Efficiency Particulate Air (HEPA) filters, as per [http://www.cdc.gov/ biosafety/publications/bmbl5/index.htm](http://www.cdc.gov/%20biosafety/publications/bmbl5/index.htm), Section IV (pg. 49), BSL-2 requirements. |   |   |   |   |
| 5.9 Compressed gas cylinders are capped or fitted with a regulator, secured, and placed away from any heat source. |  |  |  |  |
| **Section 6. Signage and Accessibility** |
|  | **Y** | **N** | **N/A** | **Comments** |
| 6.1 Signage is present on door exterior for labs with placards signifying Biological Safety Level, Chemical Hazard Communication, and other applicable hazards.  |  |  |  |  |
| 6.2 PPE required for entry, agent(s) or material(s) in use, and potential health effects is provided on door signage. |  |  |  |  |
| 6.3 Emergency contact information is current and posted on the door exterior/ interior entranceway. |  |  |  |  |
| 6.4 Consumption and storage of food or beverages is prohibited in the laboratory and signage is posted. |  |  |  |  |
| 6.5 All equipment used for biohazardous/biological materials is labeled with a Biohazard sticker. |  |  |  |  |
| 6.6 Refrigerators and microwaves have signs indicating "non-food use only".  |  |  |  |  |
| 6.7 Flammable materials requiring refrigeration are kept in approved freezers or refrigerators. These refrigerators are clearly marked for that purpose. |  |  |  |  |
| 6.8 Access to the laboratory/workspace is limited or restricted while experiments are in progress. PI has final responsibility for determining who may enter or work in the space. |  |  |  |  |
|  **Section 7. General Facility Condition/ Safety Considerations**  |
|  | **Y** | **N** | **N/A** | **Comments** |
| 7.1 Space is appropriate for work conducted. Walls, floors, ceiling, and lighting are adequate. Furniture and lab fixtures are in good condition. |  |  |  |  |
| 7.2 Space is kept clean and orderly, and free from clutter. Area is free from slip or trip hazards.  |  |  |  |  |
| 7.3 Electrical safety: Extension cords are not in use (excluding proper use of power strips). Electrical cords are in good condition, not crimped or pinched. Electrical devices are appropriately connected to power (no piggy backed power strips). Outlets and electrical devices are located away from wet areas: GFI's used as appropriate. |  |  |  |  |
| 7.4 All surfaces and furniture in the lab work area are impermeable. |   |   |   |   |
| 7.5 Hand washing supplies are readily available within the lab (i.e. sink, soap, towels, trash can). |   |   |   |   |
| 7.6 Plumbed emergency shower and eyewash (if required), are available and unobstructed (sign for emergency shower and eyewash is clearly visible). |   |   |   |   |
| 7.7 Eyewash is flushed weekly and documented in laboratory. If eyewash bottles are present in the lab, they are full and not out of date. Emergency showers are checked by Facilities Management. |   |   |   |   |
| 7.8 Exits and corridors free from obstructions (i.e., lab aisle space are open at least 36-inches and hallways/corridors are open at least 44-inches for traffic). Doors are kept closed in order to maintain proper room pressure. |   |   |   |   |
|  **Section 8. Waste Handling and Disposal**  |
|  | **Y** | **N** | **N/A** | **Comments** |
| 8.1 Specialized disposal containers are readily available where needed, labeled appropriately, and properly segregated (sharps, broken glass, non-sharps biohazardous waste, regular trash, etc).  |  |  |  |  |
| 8.2 Biohazardous/Infectious waste (waste containing pathogens which may be infectious to humans or animals) is generated in the lab. If so, it is stored in a rigid closed container and sterilized prior to disposal? See [WI DNR website](https://dnr.wi.gov/topic/healthwaste/infectious.html) for items considered infectious waste.  |  |  |  |  |
| 8.3 Lab generates rDNA (BSL1 or 2) or BSL1 biological liquid/solid waste (e.g. nonpathogenic bacteria used in cloning, animal-derived materials). If so, is it stored in a rigid closed container with an autoclave bag and sterilized prior to disposal?  |  |  |  |  |
| 8.4 Regulated sharps are generated (e.g. hypodermic needles, syringes with needles, scalpel blades, razor blades, lancets, infectious glass, rigid plastic vials or slide) and are properly disposed of (puncture resistant container, no autoclaving & EHS waste pickup for off-site disposal). |  |  |  |  |
| 8.5 Safe sharps practices are followed (PPE is worn, needles are not recapped). Sharps containers are sealed when they reach the fill line and delivered to department stockroom for proper disposal.  |  |  |  |  |
| 8.6 Radioactive waste is generated? |  |  |  |  |
| 8.7 Non-regulated sharp waste is decontaminated and disposed as general glass waste (broken or unbroken glass, glass vials, laboratory slides, Pasteur pipettes). |  |  |  |  |
| 8.8 Accumulated hazardous waste is stored in a labeled, secondary container.  |  |  |  |  |
| 8.9 Transport of hazardous materials between rooms and buildings is conducted in an appropriate manner (e.g. secondary containment, appropriately labeled). |  |  |  |  |
| 8.10 Faculty/staff can describe how to request a waste pick up. |  |  |  |  |
| 8.11 Waste containers are removed on a regular schedule or a “remove by” label is in the accumulation area. |  |  |  |  |
| **Section 9: Emergency/Incident Response** |
|  | **Y** | **N** | **N/A** | **Comments** |
| 9.1 PI/Instructor and members of the laboratory are familiar with the process for responding to an incident, including security breach, injury, or spill in the laboratory. |  |  |  |  |
| 9.2 Location of interior emergency (tornado) shelter known. |  |  |  |  |
| 9.3 Emergency exit route known. |  |  |  |  |
| 9.4 Fire extinguishers and fire pull down stations are unobstructed and easily accessible. Fire extinguishers are checked on a monthly basis. |  |  |  |  |
| 9.5 First aid kit available, readily checked and in accordance with kit inventory. |  |  |  |  |
| 9.6 A biological spill kit and chemical spill kit are readily available as appropriate and accessible. Kits are appropriate for the materials used in lab. Kits contain instructions for handling each type of spill. |  |  |  |  |
| 9.7 If individuals will be working alone in the lab (in isolation) is a working in isolation plan in place? |  |  |  |  |
| **Section 10: Training** |
|  | **Y** | **N** | **N/A** | **Comments** |
| 10.1 PI/Instructor and others working in the laboratory have received the required laboratory safety training. See [Risk & Safety website](https://uwosh.edu/safety/) for lab safety training requirements. |  |  |  |  |
| 10.2 PI/Instructor and research personnel are familiar with the current Chemical Hygiene Plan, Biological Safety Manual, and Laboratory Safety Manual. Documents are located on the [Risk & Safety website](https://uwosh.edu/safety/).  |  |  |  |  |
| 10.3 PI/Instructor has trained individuals on laboratory specific procedures  |  |  |  |  |

**Individual(s) Conducting Lab Self-Assessment**:       **Date**:

**Indicate availability if you wish to be present for lab visit with Risk and Safety Staff**:

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**This section to be completed by Risk & Safety Office. Corrective actions and timeline will be shared following lab visit.**

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| Room # | Item # | Finding/Corrective Action or Recommendation | Person Responsible | Timeline for Correction |
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