Inspection Checklist for NIH BL4 Laboratories (7 CFR 331, 9 CFR 121, 42 CFR 73; BMBL 6th Edition)

Entity Name: Inspection Date:

Building/Rooms: Inspectors:

When in	When information is entered in this form, the form is to be considered "Sensitive Select Agent Information."				
Section	Regulation Text	Observation	Status	Comments	
12(a)	An individual or entity required to register under this part must develop and implement a written biosafety plan that is commensurate with the risk of the select agent or toxin, given its intended use. The biosafety plan must contain sufficient information and documentation to describe the biosafety and containment procedures for the select agent or toxin, including any animals (including arthropods) or plants intentionally or accidentally exposed to or infected with a select agent. The current biosafety plan must be submitted for initial registration, renewal of registration, or when requested.	Work surfaces are decontaminated at least once a day and immediately after any spill of viable material.	o No o Yes o N/A		
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12(a)	An individual or entity required to register under this part must develop and implement a written biosafety plan that is commensurate with the risk of the select agent or toxin, given its intended use. The biosafety plan must contain sufficient information and documentation to describe the biosafety and containment procedures for the select agent or toxin, including any animals (including arthropods) or plants intentionally or accidentally exposed to or infected with a select agent. The current biosafety plan must be submitted for initial registration, renewal of registration, or when requested.	Personnel enter and exit the facility only through the clothing change and shower rooms. Personnel shower each time they exit the facility. Personnel use the air locks to enter or exit the laboratory only in an emergency.	o No o Yes o N/A	

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12(b)	The biosafety and containment procedures must be sufficient to contain the select agent or toxin (e.g., physical structure and features of the entity, and operational and procedural safeguards).	Work surfaces are decontaminated at least once a day and immediately after any spill of viable material.	o No o Yes o N/A	
12(b)	The biosafety and containment procedures must be sufficient to contain the select agent or toxin (e.g., physical structure and features of the entity, and operational and procedural safeguards).	Only mechanical pipetting devices are used.	o No o Yes o N/A	
12(b)	The biosafety and containment procedures must be sufficient to contain the select agent or toxin (e.g., physical structure and features of the entity, and operational and procedural safeguards).	Eating, drinking, smoking, storing food, and applying cosmetics are not permitted in the laboratory.	o No o Yes o N/A	
12(b)	The biosafety and containment procedures must be sufficient to contain the select agent or toxin (e.g., physical structure and features of the entity, and operational and procedural safeguards).	All procedures are performed carefully to minimize the creation of aerosols.	o No o Yes o N/A	

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12(b)	The biosafety and containment procedures must be sufficient to contain the select agent or toxin (e.g., physical structure and features of the entity, and operational and procedural safeguards).	a non-breakable, sealed primary container and then	o No o Yes o N/A	
12(b)	The biosafety and containment procedures must be sufficient to contain the select agent or toxin (e.g., physical structure and features of the entity, and operational and procedural safeguards).	No materials, except for biological materials that are to remain in a viable or intact state, are removed from the maximum containment laboratory unless they have been autoclaved or decontaminated before exiting the facility. Equipment or material which might be damaged by high temperatures or steam is decontaminated by gaseous or vapor methods in an airlock or chamber designed for this purpose.	o No o Yes o N/A	
12(b)	The biosafety and containment procedures must be sufficient to contain the select agent or toxin (e.g., physical structure and features of the entity, and operational and procedural safeguards).	Only persons whose presence in the facility or individual laboratory rooms is required for program or support purposes are authorized to enter. The supervisor has the final responsibility for assessing each circumstance and determining who may enter or work in the laboratory. Access to the facility is limited by means of secure, locked doors; accessibility is managed by the Principal Investigator, Biological Safety Officer, or other person responsible for the physical security of the facility. Before entering, persons are advised of the potential biohazards and instructed as to appropriate safeguards for ensuring their safety. Authorized persons comply with the instructions and all other applicable entry and exit procedures. A logbook signed by all personnel indicates the date and time of each entry and exit. Practical and effective protocols for emergency situations are established.	o No o Yes o N/A	

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12(b)	The biosafety and containment procedures must be sufficient to contain the select agent or toxin (e.g., physical structure and features of the entity, and operational and procedural safeguards).	·	o No o Yes o N/A	
12(b)	The biosafety and containment procedures must be sufficient to contain the select agent or toxin (e.g., physical structure and features of the entity, and operational and procedural safeguards).	Street clothing is removed in the outer clothing change room and kept there. Complete laboratory clothing (may be disposable), including undergarments, pants and shirts or jump suits, shoes, and gloves, is provided and used by all personnel entering the facility. Head covers are provided for personnel who do not wash their hair during the exit	o No o Yes o N/A	
12(b)	The biosafety and containment procedures must be sufficient to contain the select agent or toxin (e.g., physical structure and features of the entity, and operational and procedural safeguards).	When materials that contain organisms containing recombinant or synthetic nucleic acid molecules or experimental animals are present in the laboratory or animal rooms, a hazard warning sign incorporating the universal biosafety symbol is posted on all access doors. The sign identifies the agent, lists the name of the Principal Investigator or other responsible person(s), and indicates any special requirements for entering the area (e.g., the need for immunizations or respirators).	o No o Yes o N/A	
12(b)	The biosafety and containment procedures must be sufficient to contain the select agent or toxin (e.g., physical structure and features of the entity, and operational and procedural safeguards).		o No o Yes o N/A	

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12(b)	The biosafety and containment procedures must be sufficient to contain the select agent or toxin (e.g., physical structure and features of the entity, and operational and procedural safeguards).	nucleic acid molecules. Needles should not be bent,	o No o Yes o N/A	

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