

Laboratory Information: Biosafety Level 3 Checklist

All registrations are subject to approval by BEI Resources and the National Institute for Allergies and Infectious Diseases.

Instructions: Print or type information in ink to be legible. Please provide all requested information. Missing information will delay the approval process or may result in denial of registration.

Organization/Institution Information and Address Please provide address where laboratory is located.		
Organization Name		Registrant Name (first & last name)
Biosafety Officer or Environmental Officer (first & last name)		Email Address of Registrant
Department	Building	Room Number
Street Address/P.O. Box		City
State/Province	Zip/Postal Code	Country

Biosafety Level 3 is applicable to clinical, diagnostic, teaching, research, or production facilities where work is performed with indigenous or exotic agents that may cause serious or potentially lethal disease through inhalation route exposure. Laboratory personnel must receive specific training in handling pathogenic and potentially lethal agents, and must be supervised by scientists competent in handling infectious agents and associated procedures.

This checklist is to be filled out by the Biosafety Officer of the organization/institution. The following standard practices, special practices, safety equipment, and facility requirements apply to BSL-3.

A. Standard Microbiological Practices	YES	NO	Initials
Are institutional policies in place and enforced for the following: 1. Controlled access to the laboratory; 2. Hand washing is required prior to leaving the laboratory; 3. No eating, drinking, smoking, handling contact lenses, applying cosmetics, and storing food or beverages for consumption; 4. Mouth pipetting is prohibited and mechanical devices must be used; 5. Policies for the safe handling of sharps; and 6. Procedures for minimization of splashes and aerosols?			
Are decontamination procedures in place and enforced for the following: 1. Work surfaces; 2. Equipment; 3. Spills involving potentially hazardous material; and 4. Waste generated that may contain potentially hazardous material? Please list method of waste disposal:			
Are signs posted to notify workers and others entering the laboratory of potential hazards and who is responsible for the laboratory?			
Is there an effective pest management program in place?			
Are laboratory personnel trained prior to assuming their duties and on an annual basis or when policies change on the hazards associated with the material they are manipulating and the precautions to prevent exposures, and exposure evaluation procedures?			

B. Special Practices	YES	NO	Initials
Are all persons entering the laboratory advised of entry/exit requirements and potential hazards?			
Does your organization have an occupational health and medical surveillance program which includes offering appropriate immunizations for the agents handled?			
Is a baseline serum sample stored for laboratory employees?			
Is there a biosafety manual available that is laboratory specific?			
Does the laboratory supervisor ensure that all personnel working with BSL-3 agents have the appropriate knowledge and can demonstrate proficiency in standard and special laboratory practices?			
Are procedures in place for the use of durable, sturdy, leak proof containers during the collection, handling, processing, storage, or transport of infectious materials?			
Are there animals or plants in the laboratory not associated with the work being performed?			
C. Safety Equipment (Primary Barriers and Personal Protective Equipment)			
Biosafety cabinets are required for the manipulation of infectious materials. Please indicate type of BSC and certification schedule:			
When a procedure cannot be performed in a biosafety cabinet, are other containment devices used? Please give examples:			
What personal protective equipment is required by your laboratory for the manipulation of infectious materials?			
What personal protective equipment is required by your laboratory when infected animals are in the laboratory?			
D. Laboratory Facilities (Secondary Barriers)	YES	NO	Initials
Are a series of two self closing doors with locks present for access control to laboratory areas?			
Is a hands-free sink available near the laboratory exit for hand washing? Are sinks available in segregated laboratories?			
Is an eyewash station readily available?			
When vacuum lines are used are they protected with HEPA filters?			
Is the laboratory designed for easy cleaning with smooth surfaces and no fabric?			
Are all seams, floors, walls, and ceiling surfaces sealed? Can doors and ventilation opening be easily sealed?			
Is furniture provided that is suitable for the laboratory work performed?			
Are work benches and floors provided that are impervious to water, resistant to heat, organic solvents, acids, alkalis, and other chemicals?			
Are chairs and other laboratory equipment made so that they can be easily decontaminated with the appropriate disinfectant?			
Does your laboratory have windows that open to the outside? If 'yes', are they fitted with screens?			

Please explain the ventilation system that is used in your BSL 3 laboratory:

Are there any additional safety features about your facilities that you would like to provide?

We acknowledge that the information listed in this facility description is current, complete and accurate to the best of our knowledge. We understand the hazards associated with the material we are requesting and we will work with it under the appropriate laboratory containment as determined by our institutional policies and procedures.

Registrant's Name (print)

Biosafety Officer's Name (Print)

Registrant's Signature and Date

Biosafety Officer's Signature and Date

BEI Resources cannot accept registration documents by fax or e-mail. Please mail or courier this documents to:

BEI Resources
Customer Service: Registration
10801 University Boulevard
Manassas, VA 20110-2209

If you have questions about this application or related documents, contact us at contact@beiresources.org or call **(800) 359-7370**.