

Laboratory-Specific Biosafety Manual Checklist

A laboratory-specific biosafety manual is recommended for all labs and required for those operating at Biosafety Level 2 (BSL2) or above, as per CDC BMBL 6th Ed., Sections III and IV. This manual may not be copied or borrowed from another lab. During annual inspections, documents will be reviewed for inclusion and completion. Please contact the Biological Safety Officer at safety@lsuhsc.edu or (504)568-6585 if you have questions or need assistance.

Emergency Contact	
Emergency contact information: Principal Investigator, Laboratory Supervisor (if applicable), Biological Safety Officer.	<input type="checkbox"/>
Administrative	
Copy of most recent IBC application and approval letter, including amendments and amendment approval letters. Copy of most recent EH&S Laboratory Inspection.	<input type="checkbox"/> <input type="checkbox"/>
Biological Hazards	
Biohazardous agents (any agents that have the potential to cause harm to humans or animals): <ul style="list-style-type: none"> • Technical Data Sheet or information sheet from vendor/source • Updated LSUHSC Bio-Inventory • Brief description of biosafety level and commensurate PPE, work practices, etc., available at: Centers for Disease Control BMBL, 6th Ed. https://www.cdc.gov/labs/pdf/BMBL6.pdf Public Health Agency of Canada. http://www.phac-aspc.gc.ca/lab-bio/res/psds-ftss/index-eng.php American Biological Safety Association. https://my.absa.org/RiskGroups Laboratory Animals <ul style="list-style-type: none"> • List of all animals used in experiments • List of any agents with which animals are experimentally infected 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Laboratory Procedures	
For each procedure conducted, the Standard Operating Procedure (SOP) should include at least the following: <ul style="list-style-type: none"> • Personal Protective Equipment (PPE) • Procedures for manipulation, handling, culturing, etc. of biological materials, including laboratory animals • Transport of biohazardous materials, including shipping (if applicable) • Decontamination procedures for agents and equipment • Injury or exposure response. https://www.lsuhs.edu/admin/pfm/ehs/iaform.aspx • Disposal of biohazardous agents, including trash and animal carcasses. https://www.lsuhs.edu/admin/pfm/ehs/waste.aspx • LSUHSC EH&S Biological Spill Response procedure. https://www.lsuhs.edu/admin/pfm/ehs/docs/EHS300.02%20-%20Biological%20Spill%20Response%20Procedures.pdf 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Training	
Documentation of Laboratory-Specific Training for all lab personnel * Note: All lab personnel are required to complete the following training: <ul style="list-style-type: none"> - Laboratory Safety - Biological Safety - Bloodborne Pathogen (annual for high-risk) - Shipping Biological Materials (if applicable) 	<input type="checkbox"/>