

Inspection Checklist for BSL-4 Core Laboratories (7 CFR 331, 9 CFR 121, 42 CFR 73; BMBL 5th Edition)

Entity Name:

Inspection Date:

Building/Rooms:

Inspectors:

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.	All persons entering the laboratory must be advised of the potential hazards and meet specific entry requirements in accordance with institutional policies. Only persons whose presence in the facility or individual laboratory rooms is required for scientific or support purposes are authorized to enter. Entry into the facility must be limited by means of secure, locked doors. A logbook, or other means of documenting the date and time of all persons entering and leaving the laboratory must be maintained. While the laboratory is operational, personnel must enter and exit the laboratory through the clothing change and shower rooms except during emergencies. All personal clothing must be removed in the outer clothing change room. All persons entering the laboratory must use laboratory clothing, including undergarments, pants, shirts, jumpsuits, shoes, and gloves (as appropriate). All persons leaving the laboratory must take a personal body shower. Used laboratory clothing must not be removed from the inner change room through the personal shower. These items must be treated as contaminated materials and decontaminated before laundering. After the laboratory has been completely decontaminated and all infectious agents are secured, necessary staff may enter and exit without following the clothing change and shower requirements described above.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> 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.	The entity has developed a written biosafety plan that is commensurate with the risk of the select agent or toxin, given its intended use.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> N/A	
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.	The biosafety plan contains sufficient information and documentation to describe all biosafety and containment procedures for the entity's approved BSAT work and storage. Additional SOPs containing information required for the plan to fully describe all biosafety and containment procedures are referenced.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> 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.	The BSL-4 laboratory consists of either a separate building or a clearly demarcated and isolated zone within a building. Laboratory doors must have locks in accordance with the institutional policies.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> N/A	
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.	Practical and effective protocols for emergency situations must be established. These protocols must include plans for medical emergencies, facility malfunctions, fires, escape of animals within the laboratory, and other potential emergencies. Training in emergency response procedures must be provided to emergency response personnel and other responsible staff according to institutional policies.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> 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.	Policies for the safe handling of sharps, such as needles, scalpels, pipettes, and broken glassware must be developed and implemented.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> N/A	
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.	Precautions must be taken with any sharp items. Broken glassware must not be handled directly; it must be removed using a brush/dustpan, tongs, or forceps. Needle and syringe use should be restricted in the laboratory. Plasticware should be substituted for glassware whenever possible.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> N/A	
12(a)(1)	The hazardous characteristics of each agent or toxin listed on the entity's registration and the biosafety risk associated with laboratory procedures related to the select agent or toxin;	The biosafety plan includes the hazardous characteristics of each agent or toxin listed on the entity's registration and the biosafety risk associated with laboratory procedures related to the select agent or toxin.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> N/A	

Section	Regulation Text	Observation	Status	Comments
12(a)(2)	Safeguards in place with associated work practices to protect entity personnel, the public, and the environment from exposure to the select agent or toxin including, but not limited to: Personal protective equipment and other safety equipment; containment equipment including, but not limited to, biological safety cabinets, animal caging systems, and centrifuge safety containers; and engineering controls and other facility safeguards;	The biosafety plan includes the following provisions: Safeguards in place with associated work practices to protect entity personnel, the public, and the environment from exposure to the select agent or toxin including, but not limited to: Personal protective equipment and other safety equipment; containment equipment including, but not limited to, biological safety cabinets, animal caging systems, and centrifuge safety containers; and engineering controls and other facility safeguards.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> N/A	
12(a)(3)	Written procedures for each validated method used for disinfection, decontamination or destruction, as appropriate, of all contaminated or presumptively contaminated materials including, but not limited to: Cultures and other materials related to the propagation of select agents or toxins, items related to the analysis of select agents and toxins, personal protective equipment, animal caging systems and bedding (if applicable), animal carcasses or extracted tissues and fluids (if applicable), laboratory surfaces and equipment, and effluent material	The biosafety plan includes the following provisions: Written procedures for each validated method used for disinfection, decontamination or destruction, as appropriate, of all contaminated or presumptively contaminated materials including, but not limited to: Cultures and other materials related to the propagation of select agents or toxins, items related to the analysis of select agents and toxins, personal protective equipment, animal caging systems and bedding (if applicable), animal carcasses or extracted tissues and fluids (if applicable), laboratory surfaces and equipment, and effluent material.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> N/A	
12(a)(4)	Procedures for the handling of select agents and toxins in the same spaces with non-select agents and toxins to prevent unintentional contamination.	The biosafety plan includes the following provisions: Procedures for the handling of select agents and toxins in the same spaces with non-select agents and toxins to prevent unintentional contamination.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> 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).	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).	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> 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).	Walls, floors, and ceilings of the laboratory must be constructed to form a sealed internal shell to facilitate fumigation and prohibit animal and insect intrusion. The internal surfaces of this shell must be resistant to chemicals used for cleaning and decontamination of the area. Floors must be monolithic, sealed and coved. All penetrations in the internal shell of the laboratory, suit storage room (for suit labs), and the inner change room must be sealed.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> 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).	<p>All persons entering the laboratory must be advised of the potential hazards and meet specific entry requirements in accordance with institutional policies. Only persons whose presence in the facility or individual laboratory rooms is required for scientific or support purposes are authorized to enter. Entry into the facility must be limited by means of secure, locked doors. A logbook, or other means of documenting the date and time of all persons entering and leaving the laboratory must be maintained. While the laboratory is operational, personnel must enter and exit the laboratory through the clothing change and shower rooms except during emergencies. All personal clothing must be removed in the outer clothing change room. All persons entering the laboratory must use laboratory clothing, including undergarments, pants, shirts, jumpsuits, shoes, and gloves (as appropriate). All persons leaving the laboratory must take a personal body shower. Used laboratory clothing must not be removed from the inner change room through the personal shower. These items must be treated as contaminated materials and decontaminated before laundering. After the laboratory has been completely decontaminated and all infectious agents are secured, necessary staff may enter and exit without following the clothing change and shower requirements described above.</p>	<ul style="list-style-type: none"> <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> 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).	Laboratory personnel and support staff must be provided appropriate occupational medical services including medical surveillance and available immunizations for agents handled or potentially present in the laboratory. A system must be established for reporting and documenting laboratory accidents, exposures, employee absenteeism and for the medical surveillance of potential laboratory-associated illnesses. An essential adjunct to such an occupational medical services system is the availability of a facility for the isolation and medical care of personnel with potential or known laboratory-acquired infections.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> 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).	Removal of biological materials that are to remain in a viable or intact state from the laboratory must be transferred to a non-breakable, sealed primary container and then enclosed in a non-breakable, sealed secondary container. These materials must be transferred through a disinfectant dunk tank, fumigation chamber, or decontamination shower. Once removed, packaged viable material must not be opened outside BSL-4 containment unless inactivated by a validated method.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> 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).	Daily inspections of essential containment and life support systems must be completed and documented before laboratory work is initiated to ensure that the laboratory is operating according to established parameters.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> 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).	Used needles must not be bent, sheared, broken, recapped, removed from disposable syringes, or otherwise manipulated by hand before disposal or decontamination. Used disposable needles must be carefully placed in puncture-resistant containers used for sharps disposal, located as close to the point of use as possible.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> 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).	Services and plumbing that penetrate the laboratory walls, floors, or ceiling must be installed to ensure that no backflow from the laboratory occurs. These penetrations must be fitted with two (in series) backflow prevention devices. Consideration should be given to locating these devices outside of containment.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> 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).	Atmospheric venting systems must be provided with two HEPA filters in series and be sealed up to the second filter.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> 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).	A double-door, pass through autoclave(s) must be provided for decontaminating materials passing out of the BSL-4 laboratory. Autoclaves that open outside of the laboratory must be sealed to the interior wall. This bioseal must be durable, airtight, and capable of expansion and contraction. Positioning the bioseal so that the equipment can be accessed and maintained from outside the laboratory is strongly recommended. The autoclave doors must be interlocked so that only one can be opened at any time and be automatically controlled so that the outside door to the autoclave can only be opened after the decontamination cycle has been completed.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> 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).	After completion of work or after any spill/splash of potentially infectious material, work surfaces are decontaminated with an appropriate disinfectant.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> 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 waste is decontaminated by an effective and validated method prior to removal from the BSL-4 laboratory.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> 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 persons entering the laboratory must be advised of the potential hazards and meet specific entry requirements in accordance with institutional policies. Only persons whose presence in the facility or individual laboratory rooms is required for scientific or support purposes are authorized to enter.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> N/A	

Section	Regulation Text	Observation	Status	Comments
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).	While the laboratory is operational, personnel must enter and exit the laboratory through the clothing change and shower rooms except during emergencies. After the laboratory has been completely decontaminated and all infectious agents are secured, necessary staff may enter and exit without following the clothing change and shower requirements.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> 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 personal clothing must be removed in the outer clothing change room. All persons entering the laboratory must use laboratory clothing, including undergarments, pants, shirts, jumpsuits, shoes, and gloves (as appropriate). All persons leaving the laboratory must take a personal body shower. Used laboratory clothing must not be removed from the inner change room through the personal shower. These items must be treated as contaminated materials and decontaminated before laundering.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> 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).	Laboratory equipment must be routinely decontaminated, as well as after spills, splashes, or other potential contamination.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> 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).	Spills involving infectious materials must be contained, decontaminated, and cleaned up by appropriate professional staff, or others properly trained and equipped to work with infectious material. A spill procedure must be developed and posted within the laboratory.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> 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).	Equipment must be decontaminated using an effective and validated method before repair, maintenance, or removal from the laboratory. The interior of a Class III cabinet as well as all contaminated plenums, fans, and filters must be decontaminated using a validated gaseous or vapor method. Equipment or material that might be damaged by high temperatures or steam must be decontaminated using an effective and validated procedure such as a gaseous or vapor method in an airlock or chamber designed for this purpose.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> 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).	Incidents that may result in exposure to infectious materials must be immediately evaluated and treated according to procedures described in the laboratory biosafety manual. All incidents must be reported to the laboratory supervisor, institutional management, and appropriate laboratory personnel as defined in the laboratory biosafety manual.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> N/A	
12(d)	The biosafety plan must include an occupational health program for individuals with access to Tier 1 select agents and toxins, and those individuals must be enrolled in the occupational health program.	For Tier 1 entities, the biosafety plan must include an occupational health program for individuals with access to Tier 1 select agents and toxins.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> N/A	
12(e)	The plan must be reviewed annually and revised as necessary. Drills or exercises must be conducted at least annually to test and evaluate the effectiveness of the plan. The plan must be reviewed and revised, as necessary, after any drill or exercise and after any incident. Drills or exercises must be documented to include how the drill or exercise tested and evaluated the plan, any problems that were identified and corrective action(s) taken, and the names of registered entity personnel participants.	The biosafety plan(s) and any referenced SOPs are reviewed annually and revised as necessary.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> N/A	

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12(e)	The plan must be reviewed annually and revised as necessary. Drills or exercises must be conducted at least annually to test and evaluate the effectiveness of the plan. The plan must be reviewed and revised, as necessary, after any drill or exercise and after any incident. Drills or exercises must be documented to include how the drill or exercise tested and evaluated the plan, any problems that were identified and corrective action(s) taken, and the names of registered entity personnel participants.	Drills or exercises are conducted at least annually to test and evaluate the effectiveness of the biosafety plan(s). The plan(s) are reviewed and revised, as necessary, after any drill or exercise and after any incident.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> N/A	
12(e)	The plan must be reviewed annually and revised as necessary. Drills or exercises must be conducted at least annually to test and evaluate the effectiveness of the plan. The plan must be reviewed and revised, as necessary, after any drill or exercise and after any incident. Drills or exercises must be documented to include how the drill or exercise tested and evaluated the plan, any problems that were identified and corrective action(s) taken, and the names of registered entity personnel participants.	Drill or exercise documentation includes how the drill or exercise tested and evaluated the plan, any problems that were identified and corrective action(s) taken, and the names of registered entity personnel participants.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> N/A	