



**Appendix B: Lab Inspection Checklist**

**Lab Inspection Checklist for Select Agents and Toxins**

**PI name:** \_\_\_\_\_  
**Inspected by:** \_\_\_\_\_

**Date of inspection:** \_\_\_\_\_

YES <input type="checkbox"/>	NO <input type="checkbox"/>	Area where toxin is used/stored is clean and organized (free from clutter) Location of toxin (building, room): _____
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Lab has a written SOP specific to the toxin(s) used in the lab. (Plan should (1) identify the hazards encountered during normal use of the toxin and those that could be encountered during a spill or other accident; and (2) specify the policies and practices to be used to minimize risks (e.g. containment and PPE, management of spills, management of accidental exposures, decontamination, etc.)
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Everyone in the lab who has potential exposure to the toxin has had documented (EHS) training for that specific toxin.
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Inventory control system is in place
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Inventory log is current and up to date (Current amount of toxin _____)
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Access to toxins is restricted to authorized personnel
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Toxin is locked up
YES <input type="checkbox"/>	NO <input type="checkbox"/>	All manipulations with dry forms of the toxin is done in appropriate containment
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Rooms where toxins are used are appropriately posted
YES <input type="checkbox"/>	NO <input type="checkbox"/>	High risk operations are done with at least two knowledgeable persons present.
		How often are high risk operations done? (_____)
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Work surfaces and storage containers are decontaminated regularly (including interior of any hood/bsc)
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Waste associated with the toxin is being properly decontaminated and disposed of
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Appropriate PPE is available and used during all manipulations and potential exposure conditions
YES <input type="checkbox"/>	NO <input type="checkbox"/>	SDS is available for the toxin

NOTES: \_\_\_\_\_  
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<b>Written by:</b> B. Petrella	
<b>Approved by:</b> Dartmouth College IBC	<b>Approval date:</b> 10/3/18