Biosafety Audit Check Guide for ________________

Your Biosafety approval is due for an annual audit. This check guide will help you prepare for the audit. The audit will include but is not limited to a review of the following records.

Review your Approval Summary Sheet by going to rlss.arizona.edu/services

- Verify all of the following are current and correct:
  - Workers
  - Rooms
  - Biohazardous and/or recombinant material inventory
  - Protocols
  - Biosafety cabinets

For all workers that are not listed on your Approval Summary Sheet notify your auditor.

Prepare any changes to your Approval Summary Sheet that are necessary.

Verify all centrifuges have proper aerosol containment for agents in use.

Verify your laboratory has a first aid and biological spill kit.

Verify all rooms and equipment are properly labeled.

Verify biohazards are being stored and transported properly.

If applicable, list the locations of your autoclave(s). Verify the autoclave log book is available.

Verify appropriate disinfectants are used.

Verify an annual physical inventory of all freezers and liquid nitrogen storage locations has been performed and documented.

For BSL 2 and BSL 3 only: Have Standard Operating Procedure’s (SOPs) available, verify it is up to date with current standards, and ensure all workers have signed the acknowledgment page.

For further information and assistance contact your auditor, visit the RLSS website, or contact the RLSS at 520-626-6850.