

BIOLOGICAL TOXIN INSPECTION CHECKLIST (11/13)

Verbal Inspection		YES	NO	N/A	Comments
1.1	Personnel are trained on how to transfer liquids containing toxins, decontamination procedures, waste disposal procedures, and spill cleanup procedures				
1.2	Personnel have demonstrated proficiency for all required manipulations they will perform with toxins before work with these materials is initiated				
1.3	A toxin specific chemical hygiene plan has been developed and personnel have been trained on its contents				
1.4	An inventory control system is in place to account for toxin use and disposition				
1.5	Toxins are stored in sealed, labeled containers in a secure location				
1.6	Work with toxins is carried out in designated with controlled access and at pre-determined bench areas				
1.7	Unrelated and nonessential work is restricted from areas where stock solutions of toxin or organisms producing toxin are used.				
1.8	Visitors and untrained personnel are escorted at all times				
1.9	Routine toxin manipulations are performed inside a certified BSC (not always required: a certified chemical fume hood may be used for protein toxins)				
1.10	Charcoal-based hood filters (in addition to HEPA filtration) are used with low molecular weight toxin solutions and work involving volatile chemicals or radionucleotides combined with toxins solutions				
1.11	All work with toxins is conducted within the operationally effective zone of the hood or BSC and inward airflow is verified before initiation				
1.12	Personnel wear appropriate protective equipment (i.e., lab coat/coveralls and disposable gloves) when handling toxins				
1.13	Gloves used with toxins that pose percutaneous hazards are impervious to the specific toxin and the diluents or solvents employed				
1.14	Eye and face protection (e.g., safety glasses and face mask or face shield) is worn when conducting operations that pose a splash or droplet hazard				
1.15	Toxins are removed from the hood or BSC only after the exterior of the closed primary container is decontaminated and placed in a clean secondary container				
1.16	Toxin solutions are only transported in spill-proof secondary containers				
1.17	The interior of the hood or BSC is decontaminated at the completion of work and after any spill or splash of toxin-containing material				
1.18	Until thoroughly decontaminated, signage indicating the use of toxins remains posted and access remains restricted				
1.19	Procedures minimize toxin aerosol production (e.g., containers are opened inside containment devices, manipulations are carried out inside containment devices, and vacuum lines are protected by HEPA filters)				
1.20	Appropriate respiratory protection is used when the creation of toxin aerosols cannot be avoided				
1.21	Centrifugation of cultures or materials potentially containing toxins are only performed using sealed, thick-walled tubes in safety centrifuge cups or sealed rotors				

