

Task-Specific Laboratory Biosafety Competency Assessment Form

Laboratory Section/Department:				
Laboratory Personnel Name:				
Type of Employee:	<input type="checkbox"/> New	<input type="checkbox"/> Established		
Type of Assessment:	<input type="checkbox"/> Initial	<input type="checkbox"/> Six-month	<input type="checkbox"/> Annual	<input type="checkbox"/> Remedial
Test Name/Method/Instrument:				

Aspect of Competency Assessed	Date	Evaluator	Grade	Reference/Additional Information
1. Personal Protective Equipment (PPE) <ul style="list-style-type: none"> Chooses the appropriate PPE Dons PPE at the correct time following the correct donning procedure Checks PPE for defects before starting work Tight-fitting respirators: performs user seal check(s) All respirators: records usage (number of hours worn) Doffs PPE at the correct time following the correct doffing procedure Discards or disinfects PPE as appropriate Stores reusable PPE appropriately 			<input type="checkbox"/> Competent <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A	
2. Biological Safety Cabinets (BSCs) <ul style="list-style-type: none"> Uses when appropriate Checks that BSC has been certified annually Positions sash at certified height Positions chair so bottom of sash is at employee's armpit Verifies correct operation after turning on (by sound, gauge, and/or streamers); records gauge reading if required Disinfects interior before (ideally) and after work (mandatory) Disinfects items before bringing into BSC (ideally) and before removing from BSC (mandatory) Does not overload with materials Arranges items so that work can be done from clean to dirty Does not block front and back grilles Performs work ≥ 4 inches from inside edge of grate Moves arms slowly directly in and out of the BSC (perpendicular to the face opening); does not use sweeping side-to-side movements Does not pass dirty items over clean items Collects all waste in BSC Uses UV light after closing sash and turning off blower if required; turns off UV light after required time 			<input type="checkbox"/> Competent <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A	
3. Chemical Fume Hoods <ul style="list-style-type: none"> Uses when appropriate Checks that fume hood has been certified annually Positions sash at correct height Does not overcrowd Does not use fume hood for long term chemical storage 			<input type="checkbox"/> Competent <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A	

<ul style="list-style-type: none"> Keeps materials ≥ 6 inches from sash opening 				
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4. Splash guards, benchtop splash shields, and other engineering controls <ul style="list-style-type: none"> Before work, positions into place splash guards, benchtop splash shields, instrument safety shields, and containment devices If sealed centrifuge rotor/bucket used, inspects O-rings and opens and unloads in BSC 			<input type="checkbox"/> Competent <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A	
5. Disinfection <ul style="list-style-type: none"> Chooses the appropriate disinfectant Allows for appropriate disinfectant contact time Uses ethanol, isopropanol, or water to remove bleach after appropriate contact time Disinfects and cleans spills immediately (unless evacuation necessary) Performs routine disinfection after completion of work and/or at the end of the shift as required 			<input type="checkbox"/> Competent <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A	
6. Practices <ul style="list-style-type: none"> Does not touch clean objects or self with potentially-contaminated hands Performs vortex mixing and shaking with sealed tubes and waits a few seconds after mixing before opening; mixes and opens in BSC for respiratory hazards Does not resheath needles Examines tubes and containers for defects Uses commercial plastic-backed bench paper or absorbent towels in BSCs and on laboratory work benches as required 			<input type="checkbox"/> Competent <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A	
7. Waste handling and disposal <ul style="list-style-type: none"> Places waste in appropriate container (including placing sharps in sharps containers) Does not overfill waste container Uses appropriate container to transport waste Correctly performs waste removal from lab area as necessary Uses autoclave following the correct procedure 			<input type="checkbox"/> Competent <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A	
8. Handwashing <ul style="list-style-type: none"> Washes after removing gloves Washes all surfaces of hands and wrists with soap Washes for the appropriate amount of time (≥ 20 sec) Uses paper towel to turn off faucet 			<input type="checkbox"/> Competent <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A	

Comments:

Additional training required and date(s) of training:

Laboratory Personnel Signature: _____ Date: _____

Supervisor Name (Print): _____

Supervisor Signature: _____ Date: _____