CHECKLIST FOR SAFE USE OF BIOLOGICAL SAFETY CABINETS

Ensure this information is incorporated into your local biological standard operating procedures

Use as a checklist for annual audit of operational protocols

BEFORE YOU BEGIN:

☐ Check to be sure you are using the right cabinet for your work
☐ Check that it has been certified to NSF 49 within the year (BSL 2 work)
☐ Turn off the UV light whenever anyone is in the room.
☐ Turn on the fluorescent light
☐ When you first turn the cabinet on, let the cabinet run for 5 minutes.
☐ Ensure any alarms are functioning by testing them,
☐ Check the magnahelix gauge or do a tissue test to ensure airflow
☐ Check to be sure that the sash/window is in the correct position
☐ Check to ensure that the drain valve is closed.
☐ Use a disinfectant on all cabinet surfaces
☐ Never block the grilles at the front of the cabinet
☐ Never place paper, pencils, or contaminated objects inside the cabinet
☐ Segregate clean things from dirty ones
☐ Line the immediate work area with absorbent plastic backed material
☐ Load the cabinet with all required supplies..."spray in" with 70% ethanol to reduce potential of contamination

WORKING IN THE CABINET:

☐ Wear a clean lab coat, tape wrists and put gloves over cuff
☐ Wear gloves. If not sterile, spray with 70% ethanol
☐ Only one person should work in the cabinet at a time.
☐ Operator should be seated; armpits level with the bottom of the window.
☐ Do not use an open flame in the cabinet
☐ Have the work area well within the cabinet
☐ Use a limited number of slow movements. Minimize entering and exiting.
☐ Enter or exit from straight on, then allow the cabinet to re-stabilize.
☐ Minimize movement of non-sterile items near sterile ones.
☐ Discard materials at the back of the cabinet, on one side.
☐ Do not discard material into containers outside of the biological cabinet
☐ Post a copy of your lab protocol for handling spills. After a spill decontaminate the surfaces of all items within the cabinet.
☐ Leave the cabinet running while you decontaminate all work surfaces. Wash up.
☐ Schedule uninterrupted work times. People walking or doors opening disturb airflow in the cabinet.

SHUTTING DOWN THE CABINET:

☐ Allow the cabinet to run for 5 minutes
☐ Close all containers leaving the cabinet
☐ Surface disinfect all materials leaving the cabinet
☐ Close all waste containers and surface disinfect the biowaste bags
☐ Remove everything from the cabinet and disinfect the inner surfaces.
☐ Do not store equipment or supplies in the cabinet.
☐ Turn off lights, motor. If possible, leave the cabinet running.
☐ Wash hands