

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