PROCEDURE STATEMENT

Employees using biological safety cabinets (BSC) shall observe all applicable standards and guidelines to minimize exposure to employees, releases to the environment, and research contamination.

PURPOSE OF PROCEDURE

To provide for safe and correct usage, and timely certification and maintenance of biological safety cabinets.

RESPONSIBILITIES

Environmental Health and Radiation Safety (EHRS)

Provides requested biosafety cabinetry training, education, selection and placement evaluations, technical assistance, and laboratory design review. Before purchasing a BSC, please contact EHRS to determine if the BSC you have selected for your laboratory is appropriate for its anticipated use. Call 419-530-3600

Provides annual BSC certification and necessary maintenance for all designated Biosafety Level Three (BSL3) cabinets. BSCs used for Biosafety Level One and Two research are currently not supported by EHRS. Certifications for BSCs used in Biosafety Level Two are mandatory and can be arranged via external vendors. A list of approved, recommended vendors can be found at www.nsf.org. Please note, EHRS reserves the right to refuse service on BSL3 cabinets they believe are antiquated by design or age and is never responsible for costs associated with maintenance of BSCs.

Routinely reviews and revises the BSC procedure statement.

Principal Investigators, Researchers, or Supervisors

Ensure proper maintenance, certification and use of biological safety cabinets. In order for a BSC to work correctly, laboratory personnel must be trained in its proper use.

Make staff aware of this guideline and its contents.

Maintain documentation as required.

Owners of BSCs shall devise a lifecycle management plan for the replacement of antiquated BSCs.

PROCEDURES

Contact Person

A designated contact person must be identified for each BSL3 BSC. This facilitates communication necessary for annual inspection/certification, and maintenance. Whenever there is a change in contact person, the EHRS Department must be contacted.

Annual Certification

EHRS will arrange an appointment for certification of BSL3 BSC with the contact person by telephone or email of the time and date of certification. If the assigned date and time is not convenient, call 419-530-3600 to reschedule the appointment.

Before certification can take place, all items, tubing, and equipment must be removed from the BSC, and surfaces appropriately disinfected. EHRS will remove any items left in the BSC at the time of certification.

New BSC Installations and Relocations
Please contact EHRS at 419-530-3600 to arrange a site evaluation for new BSCs or for BSCs that are to be relocated. Prior to relocating a BSC, you must fill out and submit a Biological Equipment clearance form (via email: skylar.rohrs@utoledo.edu). This form must be reviewed by the Biological Safety Officer to determine if decontamination is necessary before relocation takes place.

Placement

Proper placement of BSCs in laboratories is critical for proper performance and safety. All BSCs must have a minimum twelve-inch clearance from the ceiling and 6-inch clearance on both sides to allow for proper certification and maintenance. Make sure that BSCs are placed away from doors, windows, high traffic areas, and supply vents. In addition, make sure that the cabinet is level. If the cabinet is not level, then airflow can be affected.

To ensure optimal BSC placement in your laboratory, please contact EHRS at 419-530-3600 to arrange a site evaluation.

Unscheduled Maintenance

In the event of BSL3 BSC failure, please contact EHRS at 419-530-3600 to arrange service.

BSC Lighting

If you need to have a fluorescent bulb, ballast, starter, or Ultra-Violet lamp replaced on your BSC, please contact Facilities Maintenance at 419-383-5353 (HSC) or 419-530-1000 (MC) to submit a work order.

Related Documents

- CDC Use of Biosafety Cabinet
- Biological Equipment Clearance Form

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