

# UNIVERSITY OF TOLEDO

SUBJECT: BIOLOGICAL SAFETY CABINETS

Procedure No: S-08-047

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## 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)

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*

Certifications for BSCs used in Biosafety Level Two or Biosafety Level Three are mandatory and can be arranged via external vendors. A list of approved, recommended vendors can be found at [www.nsf.org](http://www.nsf.org).

### 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 certification and documentation as required.

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

Proper use of a Biosafety Cabinet can be located at <https://www.cdc.gov/labs/BMBL.html>

## PROCEDURES

### 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. Newly placed Biosafety Cabinets must be certified before use. Prior to relocating a BSC, you must fill out and submit a Biological Equipment clearance form (via email: [skylar.rohrs@utoledo.edu](mailto: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.

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](#)

Source: Safety & Health Committee

Effective Date: 2/6/2008

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2/1/2014  
1/3/2017  
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