

	<b>CP 24 - Working in the Biosafety Cabinet</b>	<b>Department:</b>	Central Processing Lab
		<b>Effective Date:</b>	1/15/2019
		<b>Revised Date:</b>	1/10/2019
		<b>Contact:</b>	Central Processing Lab Section Manager
<b>CLIA Medical Director Signature:</b>  Gregory Pomper, MD (Signature on file)		<b>Approved Date:</b>	1/11/2019

**1) General Procedure Statement:**

- a. **Purpose:** To provide laboratory testing personnel with guidelines for working in the biosafety cabinet.
- b. **Responsible Department/Scope:**
  - i. Procedure owner/Implementer: Central Processing
  - ii. Procedure prepared by: Jennifer Hausman
  - iii. Who performs procedure: Central Processing Team Members

**2) Procedure:**

**Working in the Biosafety Cabinet**

**Note:** Appropriate personal protective equipment (PPE) must be worn when working in the biosafety cabinet

- a. Ensure the UV light is off
- b. Slowly raise the sash until the bottom of the sash aligns with the sash indicator decal located on the left side of the work area
  - i. The light and blower should turn on automatically when the sash is raised
- c. Ensure the air grilles are not obstructed
- d. Wait for start up to complete
  - i. “please wait!” will appear on screen during start up
- e. Place samples into the biosafety cabinet
- f. Process/aliquot samples, using sterile technique, as far to the rear of the work area as possible, but at least 4 inches inside from the sash

- g. Dispose of contaminated supplies in the “Discard” bin inside of the cabinet
  - i. Discard bin will be changed as needed, by placing the cover on the bin and discarding the closed bin in the stericycle waste
- h. Surface disinfect all materials before removing from the cabinet
- i. Upon completion of work, allow the cabinet to remain on for 2-3 minutes undisturbed, to purge airborne contaminants, and wipe down any visible spills
  - i. If a spill or splatter occurs during use, surface disinfect all objects in the cabinet with disinfecting spray before removal
  - ii. Disinfect the inside of the cabinet and all objects WHILE CABINET IT IS IN OPERATION, to prevent the release of contaminants

**3) Review/Revision/Implementation:**

All procedures must be reviewed at least every 2 years.

- All new procedures and procedures that have major revisions must be signed by the Department Chairman.
- All reviewed procedures and procedures with minor revisions can be signed by the designated section medical director.

**4) Related Procedures: N/A**

**5) References:**

- a. Labconco Purifier Logic+ Biological Safety Cabinets User’s Manual, Part #3848310 Rev. E

**6) Attachments: N/A**

**7) Revised/Reviewed Dates and Signatures:**

<b>Review Date</b>	<b>Revision Description</b>	<b>Signature</b>
1/10/2019	Original Document Written	Jennifer A. Hausman, MLS(ASCP)SBB <sup>CM</sup>