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Section: Laboratory Safety Manual	Subject Title: Biological Safety Cabinets	
Issued by: LABORATORY MANAGER	Original Date: April 20, 2001	
Approved by: Laboratory Director	Revision Date: October 22, 2003	

Policy:

Biological safety cabinets are provided and are to be used whenever there is risk of infection by splatter or aerosolisation. All biological safety cabinets are inspected and certified annually.

Purpose:

The policy ensures staff can safely manipulate potentially infectious specimens.

Responsibility:

Management and employees

Key Elements

- Ensure all staff are familiar with safe work practices and procedures in compliance with established hospital policies and procedures
- Establish and maintain a maintenance schedule for the biological safety cabinets

Related Documents:

<u>BODY SUBSTANCE PRECAUTIONS</u>	MI\LS\06\v01
<u>BIOLOGICAL SAFETY</u>	MI\LS\07\v01
<u>WORKPLACE HEALTH AND SAFETY INSPECTION PROCEDURES</u>	MI\LS\35\v01

Procedure:

Class II Biological Safety Cabinet

This is a ventilated cabinet for personnel, product and environmental protection which provides inward airflow and HEPA-filtered supply and exhaust air. Class II cabinets are used for low to moderate risk biological agents and for minute quantities of toxic chemicals.

**Operating Procedure for Biological Safety Cabinet
"The 10 Commandments"**

1. Preparation

- Turn off UV lamp, turn on fluorescent
- Check air grilles for obstructions, switch on blower
- Allow air to purge workspace 5 minutes
- Ensure air pressure is within allowable limits and record

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2. Disinfection

- Spray or swab all interior surfaces with appropriate disinfectant
- Allow to air dry

3. Assemble Material

- Introduce only material required to perform procedure
- Place material such that clean and contaminated items do not meet
- Place contaminated material container at right rear
- Ensure view screen is properly located and secured

4. Purge (pre-use)

- Allow air purge period with no activity inside (leave blower on!)

5. Personal Procedures

- Don protective clothing, gloves, mask, etc. as appropriate

6. Perform Procedures

- Introduce hands into work space, work carefully and methodically (i.e. from clean to work area to discard).
- DO NOT remove hands from work space until procedures are complete and all critical material is secured.
- Remove gloves into contaminated material container

7. Purge (Post-use)

- Allow air purge period with no activity inside (leave blower on!).

8. Personal Procedures

- Remove protective clothing, mask, etc. dispose as appropriate.
- Wash hands.

9. Terminal Disinfection

- Don gloves, remove materials to incubator, etc., to biohazard bag, autoclave as appropriate.
- Spray or swab all interior surfaces with appropriate disinfectant.

10. Shutdown

- Turn off blower and fluorescent lamp.
- Turn on UV lamp.