



# Worksheet

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## Biological Safety Cabinet (BSC) Maintenance

MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_ Equip ID number: \_\_\_\_\_

### BEFORE use Put on PPE- gloves, gown and eye protection

- Ensure the access panel is in place
- Turn fluorescent light ON for 20 minutes. Then remove panel.
- Turn the cabinet ON, run for 4 minutes to purge
- Clear cabinet of unnecessary materials and equipment
- If conducting PCR: clean all surfaces with 70% alcohol and allow to dry
- Ensure air filters are not obstructed and pressure gauge is working
- Collect materials needed for work; maintain clean/dirty separation

### Safe use requirements

- Adjust the stool/bench height so your face is above the bottom of the sash and your arms enter the cabinet with elbows at 90° angles, armpits level with the bottom of the sash. Use a footrest if necessary.
- Do not move arms in sweeping, sideways movements
- Discard all waste in a biohazard bag inside of the Biosafety Cabinet
- Use a sharps container for disposal of needles or sharp items

### AFTER completion of work (NB. sign daily log below when completed)

- Remove items & surface decontaminate ALL containers and lab materials before removal with 70% alcohol whilst ON
- Remove the biohazard waste bag/container for disposal
- Decontaminate cabinet interior, including sidewalls, back wall, inside of sash and work surface with 70% alcohol
- Remove the gloves and clean hands
- Turn blower motor switches and power outlets OFF
- Replace access panel (or close window) and turn UV light ON for 15 mins

### Daily checks (sign underneath each day of the month)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

### Monthly maintenance (due week 1, sign and date log when completed)

Sign/date	
	After decontamination with UV light, remove all materials
	Ensure the cabinet is off with glass cover shut
	Open the entire front panel containing the glass
	Remove the front grille and sump plate
	Clean all surfaces and grill with 70% ethanol
	Replace all cabinet parts and necessary equipment
	Close access panel and UV for 1 hour

### Reference

[Fundamentals of Working Safely in a Biological Safety Cabinet](#). CDC checklist for Safe Use of Biological Safety Cabinets