☐ ADMINISTRATE POLICY & PROCEDURE (APP)	☐ INSTITUTIONAL POLICY & PROCEDURE (IPP) ☐ INTERDEPARTMENTAL ☐ INTERNAL	
TITLE		**POLICY NUMBER/V#**
Biological Safety Cabinet		MMC – LAB – 07 (01)
INITIATED DATE	**EFFECTIVE DATE**	**REVISED DATE**
02/08/2025	**01/09/2025**	**01/08/2028**
REPLACES NUMBER		**NO. OF PAGES**
N\A		03
APPLIES TO	**RESPONSIBILITY**	
Laboratory staff	Laboratory staff	

1. Policy

1.1 Microbiology has specific safety issues relating to risks involved from working with infectious agents. Proper laboratory procedures, equipment and facilities need to be in place especially culturing all microbiological specimens in the safety cabinet which will be checked and maintained annually.

2. Purpose

2.1 Having the proper procedures, equipment and facilities in place will eliminate or at least reduce the risk involved with working with infectious agents.

3. Definition

3.1 None

4. Affected department

4.1 Laboratory Department

5. Procedures

5.1 The biological safety cabinet of microbiology unit of the laboratory of Class II Type A2 **(Lab Tech. MSC CLASS 2 – MODLE 11231BBC86)** which contains the HEPA filter and it is maintained by the biomedical department of the Medical Complex, & MK INTERNATIONAL-EST.COMP which undergo annual maintenance and check.

5.2 The microbiology technician performs the routine cleaning and disinfection of the biological safety cabinet. Also he/she will check for any alarms for the timeout for HEPA filter of UV light.

5.3 Perform procedures that have the potential to generate aerosols or droplets in a biological safety cabinet or behind a protective shield.

5.4 Keep biological safety cabinets clear of clutter.

5.5 Do not operate centrifuges in a biological safety cabinet since the motor may produce strong air currents and turbulence which may disrupt the laminar air flow.

5.6 Do not use a Bunsen burner in a biological safety cabinet. The flame causes turbulence in the air stream and the heat generated may damage the HEPA filter.

5.7 Following completion of the work, the following steps must be performed:

5.7.1 Allow the cabinet to run 2-3 minutes with no activity. This will allow sufficient time for cabinet air flow to purge airborne contaminants from the work area

5.7.2 Decontamination of the interior surfaces should be repeated after removal of all materials, cultures, apparatus, etc. A careful check of the work area should be made for spilled or splashed nutrients. They may support fungus growth and result in spore liberation that contaminates the protected work environment; and

5.7.3 Shut down by turning off the fan and lights. Use UV lights according to manufacturer's recommendations. Do not use the cabinet to store excess laboratory equipment.

6. Responsibilities

6.1 Laboratory staff.

7. Reference

7.1 College of American Pathologists, Laboratory Accreditation Manual, October 2001 Edition College of American Pathologists, Inspection Checklists. 06/21/2001 Edition NCCLS Document C24-A2, Statistical Quality Control for Quantitative Measurements: Principles and Definitions. February 1999.

7.2 CBAHI Standard Number: LB.70.

8. Attachments

8.1 None

9. Approved

APPROVALS & REVIEWS:			
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