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| **Name of Institution** | |
| Completion Date: | Completed By: |

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| **Biological Safety Cabinet (BSC) Operation Checklist** | | |
| Rev Date: DD MM YYYY | | |
| **Step** | **Action** | **Complete** |
| 1 | Turn off the ultraviolet (UV) light if in use. |  |
| 2 | Turn on all blowers and light if not already on. |  |
| 3 | Allow the BSC to run for five (5) minutes to purge the air inside. |  |
| 4 | Verify that the BSC is working properly by visualizing the magnehelic gauge. The gauge should be near the “normal operation” mark. If the gauge is significantly above or below the “normal operation” mark – do not use the BSC and report the condition. |  |
| 5 | Doff appropriate personal protective equipment (PPE) as prescribed by your institution’s risk assessment for work to be performed. |  |
| 6 | Disinfect all surfaces inside the BSC with an appropriate disinfectant. |  |
| 7 | Disinfect all materials to be used and place them inside the BSC.  Plan your work in advance to ensure all supplies you will need are in the BSC. Take care to ensure the work area is not overly crowded. |  |
| 8 | Do not use open flames in the BSC. They create turbulence that disrupts the pattern of air, and additional can potentially cause a fire (note high efficiency particulate air [HEPA] filters are made of paper).  Use disposable supplies (i.e., sterile loops when feasible).  If necessary and approved by your institution, a small electric “flame” for decontaminating items (i.e., loops, needles, an on-demand flame may be used). |  |
| 9 | Work from the clean side to the dirty side. Do not make in and out movements and quick side-to-side movements, as this will disrupt the airflow curtain. |  |
| 10 | After work is finished, allow the BSC to purge for five (5) minutes. |  |
| 11 | Disinfect all items to be removed from the BSC. |  |
| 12 | Disinfect the BSC. |  |