

Standard Operating Procedure

SOP Number: **02-18-5016**

Service: **Research**

Operating Section: **Administration**

Unit: **CMF**

Title: **Certification of Biological Safety Cabinets (BSC)**

Purpose:

To describe the general policies for certifying biological safety cabinets within the Comparative Medicine Facility (CMF).

Procedure:

- 1) All biological safety cabinets (BSC) must have an initial certification and must be recertified at least annually to ensure proper operation.
- 2) CMF will maintain a spreadsheet of BSCs currently in-use in the vivarium (animal housing room or procedure room), locations and certification dates.
- 3) The CMF is responsible for paying to recertify all BSCs in the vivarium with the exception of ducted BSCs which are the financial responsibility of Facilities.
- 4) CMF will schedule annual certification and repair work for all BSCs in the vivarium (animal housing room or procedure room), whether ducted or non-ducted.
- 5) The certification company must not be in any other rodent facilities within 48 hours prior to entering our rodent barrier areas and must follow strict room order entry guidelines while working in the facilities.
- 6) CMF will assist certifying technicians in gaining security access to all rooms in the vivarium that have a BSC (regardless of ownership).
- 7) CMF will communicate certification and repair dates as far in advance as possible to lab users and block out time on the reservation calendars.
- 8) CMF will communicate known scheduling conflicts with the research labs as soon as possible.
- 9) Biosafety cabinet users will notify the CMF when they encounter problems while using the BSC.

APPROVALS

Responsible Official <i>[Signature]</i>	Date <i>8/09/2022</i>		
QA Signature <i>[Signature]</i>	Date <i>08/09/2022</i>		
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