1.0 Purpose

The purpose of SOP 1.20 is to explain in detail how to properly store items in a biosafety cabinet and how to properly shut down a biosafety cabinet at the end of the day.

2.0 Scope

SOP 1.20 is intended to cover all resources, personnel and equipment in the BCR laboratory.

3.0 Procedure

3.1 In order to reduce clutter in the laboratory hoods that disrupts airflow and enhances risk of contamination, please practice the mandatory standard configuration for storage of supplies in the hood when not in use:
- Pipets must be returned back to the stand
- Dial the pipet up to the highest volume when not in use to reduce tension on the inner springs
- On each side of the hood (if configured for two users) there should only be 1 box of each size of sterile pipet tips and one tin of sterile Pasteur Pipets inside of the hood
- Automatic pipet for large volumes

3.2 At the end of every night, if you are the last to use the hood please make sure the items below are completed before you leave the lab:
- Disinfect the hood using 70% Ethanol
- Close the sash completely
- Shut down the hood
- Turn on the UV light

4.0 Applicable References

5.0 Change Description