

Department	Micro Laboratory	Document no	MICLAB – METHOD 020		
Title	Procedure for use and maintenance of Laminar Flow and the Biohazard Cabinet				
Prepared by:		Date:		Supersedes:	
Checked by:		Date:		Date Issued:	
Approved by:		Date:		Review Date:	

1.0 SUMMARY OF CHANGES

Version #	Revision History
MICLAB – METHOD 020	New

2.0 PURPOSE

This document provides instructions for the use and maintenance of the Laminar Flow Cabinet and the Biohazard Cabinet.

3.0 SCOPE

The document is applicable to both the Laminar Flow Cabinet and the Biohazard Cabinet located in the Microbiology Laboratory. These instructions are to be followed by all micro personnel at a GLP Laboratory.

4.0 RESPONSIBILITY \ BUSINESS RULES

- 4.1 It is the responsibility of the analysts in the Microbiology Laboratory to follow the procedure when using the instruments.
- 4.2 It is the responsibility of the analysts in the Microbiology Laboratory to check that the cabinets are within calibration before use.
- 4.3 Managers, Team Leader and Senior Analysts shall ensure all analysts are trained before using these two cabinets.
- 4.4 It is the responsibility of Senior Analysts, Team Leader and Managers to review and approve this document.

5.0 PROCEDURE

5.1 The Use and Maintenance of the Laminar Flow Work Station

- The Laminar Flow Work Station provides product protection, no personnel protection is provided.
- The Laminar Flow Work Station must be checked and certified yearly for performance and compliance to AS 1386.5-1989 requirements (refer to Main pac Task Number 603).

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- 5.1.1 Turn on the ultraviolet lamps at the control panel for a minimum of 15 minutes with the protective covers on before use.
- 5.1.2 After 15min turn off ultraviolet lamp and remove the protective covers. Place the covers against the stainless steel wall protection.
- 5.1.3 Turn on the power to the unit; this will activate the lights and HEPA filters. Decontaminate work surfaces with an approved disinfectant such as Viraclean prior to commencing work.

Note: The laminar flow workstation must be sanitized between testing of different sample types i.e. if preservative efficacy testing has been conducted, the workstation must be sanitized prior to testing of water samples.

- 5.1.4 At the completion of work, decontaminate work surfaces with an approved disinfectant and turn off the power to the unit.
- 5.1.5 Replace the protective covers then turn on the ultraviolet lights for a minimum of 15 minutes to decontaminate the whole area of the unit.
- 5.1.6 After the required 15 minutes has lapsed turn off the ultraviolet lamps.

5.2 The Use and Maintenance of the Biological Safety Cabinet Class II

- The Biological Safety Cabinet Class II provides both personnel and product protection against ordinary and special Hazard agents. The Biological Safety Cabinet Class II is to be used when handling the Culture Collection.
- The Biological Safety Cabinet Class II must be checked and certified yearly for performance and compliance to AS 2252.2 –1994 (refer to Main Pac Task Number 604).

- 5.2.1 Turn the ultraviolet lamps on at the control panel for a minimum of 15 minutes prior to use.

Safety Note:

- **The protective cover must not be removed.**
- **Do not look directly into the light.**

- 5.2.2 After 15 minutes turn off the ultraviolet lamp and remove the protective cover.
- 5.2.3 Turn the power on to the unit to activate the lights and HEPA filters.
- 5.2.4 Turn the gas on at the control panel.
- 5.2.5 Decontaminate work surfaces with an approved disinfectant such as Viraclean prior to commencing work.

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- 5.2.6 Upon completion, decontaminate work surfaces with an approved disinfectant and turn the power off on the unit.
- 5.2.7 Replace the protective covers then turn on the ultraviolet lights for a minimum of 15 minutes to decontaminate the whole area of the unit.
- 5.2.8 After the required 15 minutes has lapsed turn off the ultraviolet lamps.

6.0 **DEFINITIONS / ACRONYMS**

N/A

7.0 **REFERENCES**

N/A