# BI Equipment Policy – Biohazardous

1. This policy pertains to equipment in contact with biohazardous substances.
	1. For information on general equipment, refer to the BI Equipment Policy.
	2. For information on equipment scheduling and usage, refer to the BI Equipment Policy – Scheduling & Usage.
2. BI Users may not use BI equipment without training, advance scheduling or permission from their supervisor or BI staff. Refer to the BI Equipment Policy – Scheduling & Usage.
3. BI Users are not permitted to train other BI Users on equipment. Refer to the BI Training Policy.
4. Unauthorized usage of or training on BI equipment without permissions will result in an infraction. Refer to the BI Infraction Policy.
5. BI users must notify BI staff of broken or malfunctioning equipment promptly.
6. Equipment unavailable due to maintenance or malfunction will be marked with signage. Seek additional information from BI staff.

## Biohazard Signage

1. Equipment or materials in contact with biohazardous substances must be labeled with a biohazard notice or symbol. The containment level (CL-) designation must be given.

## Biological Safety Cabinets (BSC)

1. When working with biohazardous substances, a certified BSC should be used to minimize contamination and exposure to aerosols. BI BSCs are certified annually to NSF 49 standards and installed away from air turbulent regions.
2. To determine which procedures, concentrations and volumes necessitate the use of a BSC, perform a risk assessment to assess sterility and containment requirements, culture volumes, and aerosol generation. Refer to the BI Risk Assessment Policy and supporting documentation as needed. Biohazardous SOPs should provide procedures and techniques to minimize aerosol production.
3. BSCs are left on half-power when not in use.
4. BSCs should only be used with the sash at the recommended height for proper airflow.
5. Users must disinfect the BSC with 70% ethanol prior to and after finished working.
6. Ensure appropriate waste containers are in the BSC prior to working.
7. Only one person working in a BSC at a time. Use good culture practices and work in the BSC from clean to dirty. Avoid clutter. Do not block airflow grills.
8. Disinfect items as they are removed from BSC.
9. Refer to the specific BI BSC SOP for operating instructions.

## Autoclave

1. BI autoclaves may be used for items and liquid sterilization. Decontamination via autoclaving is not permitted, as it requires the use of effective operational parameters, indicators and efficacy monitoring.
2. Refer to the appropriate BI Autoclave SOP.

## Centrifuges

1. Centrifuge integrity should be verified prior to use.
2. Centrifugation creates aerosols. Only centrifuge liquids in closed containers. Allow tubes/vials to settle prior to opening.
3. For CL-2 agents, follow double-containment protocols. Use closed containers and sealed cups, that will only be loaded and opened within a BSC.
4. Refer to the appropriate BI Centrifuge SOP.
5. Centrifuge integrity will be monitored by BI staff. Refer to the BI Centrifuge Integrity SOP.
6. For a biohazardous spill procedures occurring inside a centrifuge, refer to the BI Spill Policy – Biohazardous.

## Pipettes exposed to biohazardous agents

1. Pipettes exposed to biohazardous agents must be decontaminated prior to leaving the containment zone.

## Fridges and Freezers

1. Fridges, freezers and other containment units will be labeled with a biohazardous sticker as needed.
2. Units outside containment zones containing BSL-2 agents will be locked.

## Decontamination

1. Most biohazard equipment will be routinely decontaminated and/or cleaned by BI Technician. Refer to the specific equipment SOP or the BI Housekeeping Policy for further information.
2. Any equipment or materials, including reusable items, leaving the biohazard laboratories for servicing, sterilization, or disposal will be properly disinfected according (e.g. 70% ethanol or 20% bleach, as appropriate).

## Equipment Servicing

1. Any inspection, preventative maintenance, calibration, repair or certification records that pertain to biohazardous equipment will be kept on file.