Notice of Decontamination

Biosafety Cabinets (BSC’s) must be surface decontaminated by the lab and then professionally decontaminated by a vendor prior to being decommissioned or moved. Please use this form to indicate this decontamination has been performed.

# Lab Information

|  |  |
| --- | --- |
| PI Name |  |
| Lab Representative (If applicable) | Click or tap here to enter text. |
| Department | Click or tap here to enter text. |
| Department Chair | Click or tap here to enter text. |
| Building | Click or tap here to enter text. |
| Room Number | Click or tap here to enter text. |

# Surface Decon. Procedures

1. Place contaminated items in a closed container. Close all waste containers.
2. Let the Biosafety Cabinet (BSC) operate for 5 minutes with no activity.
3. Clean/decontaminate all containers and equipment with a 70% ethanol solution or 1:10 freshly prepared bleach dilution.
4. Remove decontaminated containers from the BSC.
5. Clean/decontaminate all interior surfaces of the cabinet with a disinfectant that is effective against the agents used in the cabinet. If bleach is used, follow any cleaning with 70% ethanol to prevent corrosion.
6. Empty the drain pan into a container with a fresh 1:10 bleach dilution.
7. Materials used for cleaning should be discarded into a biohazard bag.
8. Remove gloves being sure to not touch the outer surfaces. Place used gloves in a biohazard bag and wash hands.
9. Turn the cabinet off and close the sash.

# Equipment Information

|  |  |
| --- | --- |
| *Manufacturer:* | Click to enter text. |
| *Class:* | Class 1 [ ] Class 2 A1 [ ] Class 2 A2 [ ] Class 2 B1 [ ] Class 2 B2 [ ]  |

What is the highest BioSafety Level (BSL) that has been used in this BSC? **BSL1** [ ]  **BSL2** [ ]

# Decontamination Information

What method of surface decontamination has been used in this BSC?

Click or tap here to enter text.

Professional Decontamination Date Click here.

Name of vendor: Click or tap here to enter text.

Vendor Signature:

Upon successful decontamination by the contracted vendor, this biosafety cabinet is ready to be moved or decommissioned and sent to surplus. No work can be performed in this biosafety cabinet after this decontamination until the unit has been moved and re-certified in the new location.