

## **CHILDREN'S HOSPITAL LOS ANGELES STEM CELL PROCEDURES FOR WORKING AT THE BIOSAFETY CABINETS**

1. Follow the startup and shut down procedures posted on the front of the cabinet.
2. Allow air to circulate in the cabinet for a minimum of 15 minutes prior to use and shut down.
3. Ensure intake and exhaust portals at the back and front of the cabinet are not obstructed.
4. Regularly wipe the surface of the cabinet using a cotton wool pad soaked with 70% alcohol.
5. Ensure the waste trap and waste disposal flask are emptied when full.
6. Keep a safe distance of at least 2 (feet) when walking behind the biosafety cabinets.
7. Hair should be tied back and wear the appropriate protective equipment when working at the clean bench and biosafety cabinets.
8. Work 3 inches inside the clean bench at all times to ensure protection from the outside atmosphere.
9. Do not leave the lids on dishes open for any longer than is absolutely necessary to complete your work.
10. Ensure the biosafety cabinets are left tidy and sterile for the next person.
11. Do not place equipment onto the grill at the front of the cabinet. This must be kept clear at all times.
12. Do not overcrowd the cabinet with equipment or supplies. Please locate equipment to the sides of the cabinet.
13. Minimize entry into the cabinet as this disrupts air flow. Make sure you have everything you need before starting and clean all non-sterile items (such as pipettes, media bottles, vials) with 70% alcohol before placing in the cabinet.
14. Organize items in the cabinet into clean (i.e. media) and hazardous groups (i.e. cells) on separate sides of the cabinet to minimize cross contamination due to air turbulence created by the blowers.
15. DO NOT use Bunsen burners or open flames in the cabinet.
16. DO NOT put any items you suspect may be contaminated (such as cells, media) into the biosafety cabinet.
17. Stem cell core biosafety cabinets are not for general storage. Remove ALL personal and non-essential items from the cabinet following the completion of work.
18. All vacuum lines must be filtered to prevent the spread of infectious aerosols.
19. Safety cabinets are UV decontaminated on a regular basis by stem cell core staff. If you feel it is necessary to carry out additional decontamination following your work, please do NOT leave the UV light on for more than 30 minutes, especially with

equipment inside.

