

## STEPS TO PURCHASE, REPLACE, RELOCATE OR REMOVE A BIOSAFETY CABINET

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EH&S can help you select the appropriate biosafety cabinet (BSC) for your research, evaluate the space you are considering, and determine if necessary ventilation and utilities are available. Please read and follow the instructions in the sections below.

If you have a biosafety cabinet that is considered obsolete, please read and follow the instructions in the section **“How to Replace a Biosafety Cabinet.”**

### HOW TO PURCHASE A BIOSAFETY CABINET

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Follow these instructions to purchase a new biosafety cabinet.

1. Review the [classes and types of BSCs](#) on the EH&S website. Select a cabinet from the [List of Approved BSCs](#).
2. Submit one [Biosafety Cabinet Purchase-Move Request](#) to obtain approval for each cabinet you wish to purchase.
  - a. If the BSC purchase is part of a renovation or construction project, please include the UW Facilities project name and number on the request form.
3. An EH&S safety professional will conduct a site visit of the proposed location.
  - a. The safety professional will confirm that the proposed location meets biosafety design requirements and seismic safety requirements. (For more information, please refer to the [EH&S Laboratory Safety Design Guide: Biosafety Laboratories](#) for containment levels BSL-1, BSL-2, and BSL-3).
  - b. The safety professional will help the requestor select an appropriate placement of the cabinet.
  - c. After the review is complete and the cabinet is approved, EH&S will email the requester a notice of approval.
4. Provide a copy of the EH&S approval notice to UW Procurement when purchasing.

Refer to the section **“How to Install a Biosafety Cabinet”** for next steps in the installation process.

## HOW TO RELOCATE A BIOSAFETY CABINET

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Follow these instructions to move a BSC from a UW owned or operated facility to another UW owned or operated facility. More information about laboratory moves are in Section 10 of the [UW Laboratory Safety Manual](#).

Please contact EH&S's Lab Safety Team at 206.685.3993 or labcheck@uw.edu if you plan to move a cabinet to the UW from a location that is not owned or operated by the UW.

1. Submit one [Biosafety Cabinet Purchase-Move Request](#) for each cabinet you wish to relocate.
  - a. For relocations of BSCs within the UW, please note the EH&S cabinet number, make and model on the request form.
  - b. For BSCs moved to the UW from other locations, also include the age and history of the BSC on the request form.
  - c. If the BSC relocation is part of a renovation or construction project, please include the UW Facilities project name and number on the request form.
2. Clean out the BSC. Laboratory staff must remove sharps and other instruments from the work surface.
3. [Contact EH&S](#) to schedule a decontamination *at least two weeks prior* to the scheduled move date.
  - a. A sign will then be attached to the BSC indicating it has been decontaminated and is safe to move.
4. Place a [work order](#) with UW Facilities for disconnecting the utility lines (i.e., air, water, and vacuum) from the old BSC.
5. Move the BSC by submitting a [move request](#) two to three weeks in advance of the move.

Refer to the section "**How to Install a Biosafety Cabinet**" for next steps in relocating and installing the BSC.

## HOW TO REPLACE A BIOSAFETY CABINET

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Steps to replace a BSC include the following:

1. Obtain EH&S approval to purchase a replacement BSC. (Refer to the section “**How to Purchase a Biosafety Cabinet.**”)
2. Order a replacement BSC through UW Procurement.
3. Schedule removal of the old BSC with [UW Surplus](#). There may be a fee charged for removal.
4. [Contact EH&S](#) to schedule decontamination of the old BSC *at least two weeks prior* to the move date. Refer to the [Biological Safety Cabinets page](#) for the recharge rate for this service.
5. Place a [work order](#) with UW Facilities for disconnecting the utility lines (i.e., air, water and vacuum) from the old BSC before the move date. You may request a cost estimate for this service.

Refer to the section “**How to Install a Biosafety Cabinet**” for next steps to install the new BSC.

## HOW TO INSTALL A BIOSAFETY CABINET

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You will need to complete the following steps to install a new or relocated BSC:

1. Manage the delivery and setup of the new BSC.
2. Place a [work order](#) with UW Facilities to connect utilities to the new BSC. Modification of the building exhaust may be necessary if a canopy is required for use.
3. [Contact EH&S](#) to schedule a certification of the new BSC. Refer to the [Biological Safety Cabinets page](#) for the recharge rate for this service.
4. Place a [work order](#) with UW Facilities to seismically secure the BSC after installation.

### BSC Placement

The BSC must be located at least six feet from lab doors, operable windows, supply diffusers and other sources of air movement. If you have space constraints, contact EH&S for help in assessing placement options.

You should maintain the following minimum amount of clearance around the BSC:

- 12 inches above the top
- 4 inches on sides without utilities
- 6 inches on sides with utilities

Type II A2 cabinets with canopies and Type II B2 cabinets may require more than 12 inches of clearance above the top.

Appropriate utilities need to be available for the BSC. This includes power, but may also include vacuum and other gas services. New BSCs require a 20A cap cord outlet.

For more information, please refer to **Section 7: Bio-Safety Laboratories** of the [EH&S Laboratory Safety Design Guide](#).

### Chemical use in BSCs

EH&S will recommend that a canopy (or thimble connection) be installed above the BSC if it is intended for use with chemicals as indicated in the [Biosafety Cabinet Move-Request form](#).

If a canopy is required and not already installed in the proposed location, a design for a new canopy must be submitted to EH&S and reviewed prior to BSC approval. For design services, contact [UW Facilities](#).

Chemicals used for decontamination, such as small quantities of ethanol, do not typically require a canopy connection. For further information about chemical use in BSCs, refer to the focus sheet [Chemical Use in Biological Safety Cabinets](#).

## HOW TO REMOVE A BIOSAFETY CABINET

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Complete these steps to remove and dispose of a biosafety cabinet:

1. Schedule removal of the old BSC with [UW Surplus](#). There may be a fee charged for removal.
2. Clean out the BSC. Laboratory staff must remove sharps and other instruments from the work surface.
3. [Contact EH&S](#) to schedule decontamination of the old BSC *at least two weeks prior* to the move date. (Refer to the [Biological Safety Cabinets page](#) for the recharge rate for this service).
4. After EH&S decontaminates the BSC with gaseous paraformaldehyde, a sign will be attached to the BSC indicating it has been decontaminated and is safe to move.
5. Place a [work order](#) with UW Facilities for disconnecting the utility lines (i.e., air, water and vacuum) from the old BSC before the move date. You may request a cost estimate for this service.

Refer to Section 10 of the [UW Laboratory Safety Manual](#) for more information about moving out or closing down a laboratory.