



**SUPERVISOR INSTRUCTIONS:**

- Use toolbox trainings to encourage safety/environmental discussions during monthly meetings with employees.
- Campus Services' employees should maintain the employee sign-in sheet in their department's safety/environmental compliance binder as a record of training. All other groups should maintain a record of training in accordance with their Division's training procedures.

**M**aintenance mechanics working in research buildings have likely received work requests to replace the ultraviolet (UV) lights in a biological safety cabinet. Some may have even received work requests to perform work that they cannot do, such as replacing filters in biological safety cabinets. This toolbox addresses common questions surrounding biosafety cabinets and what you should know and do prior to performing this task.

***What is a Biological Safety Cabinet?***

A **biological safety cabinet** is a primary engineering control used to **protect** personnel against biohazardous or infectious agents and to help maintain quality control of the material being worked with as it filters both the inflow and exhaust air.



Photo Credit: James Gathany Content Providers - Centers for Disease Control and Prevention

***Can maintenance replace UV lights in BSCs?***

Yes. **UV lights in BSCs can be changed by Campus Services or the lab may choose to use a vendor.** Lab personnel are aware that they can contact Campus Services or a vendor for this service and that both will change UV lights for a fee.

***Is the BSC required to be disinfected?***

Yes. The BSC must be **free of any materials** (empty) and lab personnel must surface wipe the interior surface with **70% ethanol** prior to maintenance staff replacing the UV lights.

***What personal protective equipment (PPE) is needed?***

Wear **disposable gloves**, such as nitrile when removing the spent UV bulb from the BSC. **Wash hands** with soap and water after removing your gloves.

***How should spent UV lights be disposed?***

Place the UV bulb into a **used lamp box** just as you do for used fluorescent lamps. Label the box with the words **"Used Lamps"** and the **date** the first lamp is placed in the box. Close the box flaps and secure with tape.



***Can maintenance staff change filters in biosafety cabinets?***

No. Campus Services **maintenance cannot change filters in BSCs.** Filters must be changed by a certified vendor.