STANDARD OPERATING PROCEDURE TEMPLATE · LABORATORY SAFETY (OSHA)

Biosafety Cabinet Use and Biosafety Risk Assessment

Governing requirement: CDC/NIH BMBL

Applies to: ☐ Waived ☑ Moderate complexity ☑ High complexity

Laboratory name		**CLIA number**	
Document number		**Version**	
Effective date		**Next review due**	
Author		**Department / section**	
Approved by (laboratory director)		**Director signature**	
Approval date		**Supersedes document**	

Important: Template only. Before use, this document must be reviewed, adapted to your laboratory's instruments, test systems and the manufacturer's instructions, and approved, signed and dated by the laboratory director. Check current federal, state and accreditation requirements. Not legal advice. Sound Lab Consultants is not affiliated with or endorsed by CMS, CDC, FDA, OSHA, CAP, COLA, The Joint Commission, CLSI or any manufacturer.

1. Purpose

To protect workers from infectious agents.

2. Scope

Microbiology and molecular work.

3. Responsibility

- Laboratory director / safety officer: implements and updates this plan at least annually.
- Supervisor: provides training, ensures equipment and PPE are available and investigates incidents.
- All employees: follow the plan, use PPE and report exposures, spills and hazards immediately.

4. Definitions

BSC: Biological safety cabinet; certified annually.

5. Materials, equipment and records

- Class II BSC

6. Procedure

1. Perform a biosafety risk assessment **[Risk assessment reference]**.

Risk assessment reference	

2. Certify the BSC annually and after moves.

3. Turn on BSC and wipe surfaces before work.

4. Work at least 4 inches inside; avoid blocking grilles.

5. Decontaminate after work.

7. Quality control

- Inspect safety equipment and supplies on the schedule in this plan and record results.

• Review incidents and near misses at least quarterly.

8. Interpretation, reporting and documentation

• Record the activity, date, result and initials on the form or log, and have the supervisor review records **[Review frequency]**.

Review frequency	

• Keep records per the record retention SOP (at least 2 years under 42 CFR 493.1105 unless a longer period applies).

9. Limitations and cautions

• This is a generic template. Adapt it to your instruments, test systems, manufacturer instructions, state law and accreditation standards before use.

10. References

• CDC and NIH, Biosafety in Microbiological and Biomedical Laboratories (BMBL), 6th edition
https://www.cdc.gov/labs/bmbl/index.html

• CDC, Guidelines for safe work practices in human and animal medical diagnostic laboratories (MMWR 2012)
https://www.cdc.gov/mmwr/preview/mmwrhtml/su6101a1.htm

11. Lab-specific notes

Notes and local requirements	

12. Revision history

Version	Date	Description of change	Author	Approved by

13. Annual review log

Procedures and changes must be approved, signed and dated by the current laboratory director before use (42 CFR 493.1251(d)).

Review date	Reviewed by	Signature	Changes needed (Y/N)	Comments

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