



ENVIRONMENTAL HEALTH AND SAFETY

## Administrative Policy

Title: Requirements and Guidance for Qualified Biological Safety Cabinet (BSC) Certification Vendors

Source: Environmental Health and Safety

Prepared by: *Marcia Finucane*  
Marcia Finucane MS, CBSP, Biological Safety Officer, Environmental Health and Safety

Reviewed by: *Ethan Carter*  
Ethan Carter PhD, Director, Environmental Health and Safety

Approved by: *Richard Traystman*  
Richard Traystman PhD, Vice Chancellor for Research

Effective Date: January 1, 2016

Applies: All campuses

### I. Vendor's requirements and qualifications

- A. BSC certifications must be performed by NSF (National Science Foundation) accredited technicians only. Documentation of current accreditation must be on file with the Environmental Health and Safety (EHS) Biosafety Officer.
- B. Only currently calibrated equipment may be used during BSC Certification.
- C. The BSC must be cleaned with an appropriate broad-spectrum disinfectant prior to conducting certification tests.
- D. All Class II BSCs must be certified to a minimum ANSI/NSF 49, Annex F.
- E. Vendor must send copies of all BSC-certifying reports to [biosafety.program@ucdenver.edu](mailto:biosafety.program@ucdenver.edu) within 14 days of certification.
- F. Notification of BSCs which fail certification must be sent to [biosafety.program@ucdenver.edu](mailto:biosafety.program@ucdenver.edu) within 24 hours of failed certification.
  1. Notification must include:
    - a. Name of any Principal Investigator (PI) owning/using the BSC.
    - b. Printed laboratory contact information, and signature of PI (or designee).
    - c. Date of certification failure.
    - d. Location of BSC.
    - e. Reason for failure.

I. Vendor's requirements and qualifications (continued)

F. (continued)

- f. If and when repairs will be made.
  - g. Name and contact information of vendor.
  - h. Printed name of certification technician, and signature.
2. A must be placed on the BSC stating that it failed certification testing and cannot be used until it is repaired on [projected date of repair].

G. Must provide sticker summarizing the certification report. All information noted on the certification sticker must correspond with information on certification report. Sticker must have at least the following information:

1. Vendor name and contact information, including phone number.
2. Name of technician conducting certification.
3. Certification date.
4. BSC serial number.
5. Date of next certification (i.e. "due for retest"; "retest due"; "next service date"; "next scheduled inspection").
6. Class and type.
7. Vendor certification/report number.
8. Specific standards, specifications, etc., for which the BSC has been tested and certified.

H. Certification reports must include, at minimum:

1. Name of Principal Investigator(s) owning/using the BSC.
2. Printed name of laboratory representative/contact, and signature.
3. Date of certification.
4. Date next certification is due.
5. Building and room number of the BSC.
6. BSC number (orange sticker on front of cabinet).
7. Make, model, serial number, class and type.
8. Vendor's certification report number.
9. Room pressurization (i.e., negative or positive to surrounding rooms).
10. Standards the BSC is certified to (i.e., NSF 49, Annex F; manufacturer's specifications, vendor's SOP, etc.).
11. A report of all performance results per NSF 49, Annex F standard.
12. All specific repairs required to pass certification.
13. All specific adjustments and repairs made at time of certification.

I. **Vendor's requirements and qualifications (continued)**

H. (continued)

14. Name and contact information of vendor.
15. List of all equipment used by vendor to conduct certification, and calibration due date.
16. Printed name of certifying technician, and signature.

I. Cabinet decontamination for repairs, moving, decommissioning, and HEPA filter disposal.

1. BSCs must be decontaminated prior to decommissioning and salvage, before physically moving the cabinet off campus, and whenever maintenance work, filter changes, or performance tests require access to any contaminated portion of the cabinet, in conformance with NSF 49, Annex G.
2. Decontaminated HEPA filters which have been replaced must be disposed of by the vendor in conformance with NSF 49, Annex G, and local and state regulations and guidelines.
3. Any vapor or gaseous decontamination procedures require an appropriate sign. The sign will include:
  - i. Date/time/duration of the decontamination and any subsequent neutralization procedures.
  - ii. Vendor name and contact information, including after business hours.
  - iii. The sign will be removed by vendor after decontamination is completed.

J. Scheduling and laboratory access.

1. Vendor **must** schedule appointments for certification with laboratory contact prior to coming to laboratory. Unscheduled testing could disrupt research schedules and pose hazards to the technicians and research staff.
2. Only vendors who meet the qualifications above will be granted card access to the laboratories, and will be placed on the EHS-approved list of BSC-certifying vendors.
  - a. Card access process may take up to two weeks.
3. Vendors who do not meet qualifications, or who fail to continue to comply with the requirements once approved by EHS, may have access revoked.
  - a. Accessing the laboratories without an escort after card access has been revoked will be viewed as trespassing.