



Document Number: SASoM/EQUIP/080.v2

Title: Use of Class II Microbiological Safety Cabinet 'S@femate 1.2'

Version: v2

Author: Mary L Wilson

Effective from:	19/12/2018
Valid to:	18/12/2023

SOP History		
Number	Date	Reason for Change
v1	19/12/2013	Original
V2	19/12/2018	Update

1.0 Purpose –

The purpose of this SOP is to outline the principles of the routine use of the S@femate 1.2 Class II Safety Cabinet in Laboratory 248 at the St Andrews School of Medicine (SASoM).

2.0 Scope –

This SOP applies to routine use and maintenance of the S@femate 1.2 Class II Safety Cabinet within the SASoM.

3.0 Responsibilities –

It is the responsibility of all users of the S@femate ClassII Safety Cabinet within the SASoM to comply with this SOP.

4.0 Procedure –

The safety cabinet is activated by turning the key (situated at the top right hand side above the LCD display) to the right into position '1'. The LCD display will now indicate that the open procedure has been activated and the Autotest routine will automatically commence.

Once this has successfully completed the display screen will show 'Press Mode within 10sec for MODE 2 operation' – the operator then has the opportunity at this point to select 'Mode 2' for UV light operation – only 10secs is allocated for this mode to be chosen before it defaults to 'Mode 1'.



Equipment Operation Procedure

If 'Mode 1' is allowed to progress, the glass front will rise to its pre-set level accompanied by an audible 'bleeping' sound and the message 'Warm Up Time – unsafe operation' is displayed on the LCD screen. Once the 'bleeping sound' stops the LCD screen will indicate 'Safe Operating' and the cabinet can be used safely.

Ensure it is thoroughly wiped out with 70% Alcohol before commencing work.

If there is accidental spillage during procedure, wipe up using white tissue with 70% alcohol. Clear out the cabinet at the end of procedure and lever up the middle base plate, enabling the two outer plates to be lifted out to thoroughly clean up any liquid spillage which has accumulated underneath the base of the cabinet. This can be done with glass front totally raised by pressing the 'UP' arrow then turning the key to left (position '0') to turn off cabinet power. The Operator then has unrestricted access to reach all areas within the cabinet interior for cleaning with 70% alcohol. There is no requirement to do this unless it is suspected that a spillage has occurred. Reassemble base shelving. The cabinet can be re-activated by turning the key to the right (position '1') after which the glass front will lower to its operating position.

Shutdown is carried out by pressing the 'DOWN' arrow to fully lower glass front then turn cabinet off by turning key to right (position '0').

To operate the UV light source, unhook UV light unit from side of cabinet. Have glass front totally raised as previously described, place UV light unit well inside cabinet and plug in UV light to socket in back left hand corner of cabinet. Lower the glass front to its fully closed position and reactivate start up routine as previously described. Ensure Mode 2 is selected within the 10secs by pressing Mode button. Press UV button repeatedly until required time is reached (30mins is accepted as being adequate). Press socket x2 – this will now activate the UV light to be on for the selected time period. At end of selected time the UV light will automatically switch off, the cabinet can then be turned to the 'off' (O) position with key. The UV light unit will be disconnected and relocated to hook on outside of cabinet by next user.

All users of cabinet must ensure there is no unnecessary clutter inside cabinet when in use. Vents at the sides and front of the cabinet must not be blocked e.g. with tip boxes and pipette wrapping and arms should not rest on front vents, ensuring free flow of air through all vents. Objects left inside hood should be kept to a minimum. At end of work it is essential that all areas inside hood are thoroughly wiped down with 70% Alcohol before closing up. Total disassembling as previously described is recommended to be carried out monthly to ensure thorough cleaning.

5.0 Personal protection –

Howie coat and disposable gloves must be worn at all times.

6.0 Training –

All users have to be trained before using the cabinet by a designated person.

7.0 Related documents –



- 7.1 COSHH RA – 002 – Disposal of Waste Material
COSHH RA – 004 – Cell Culture
General RA – 009 – General Laboratory Safety

8.0 Approval and Sign Off -

Author:

Name: Mary Wilson

Position: Laboratory Manager

Signature: Date:

Management Approval:

Name: Peter Mullen

Position: Research Fellow

Signature: Date:

QA release by:

Name: Alex MacLellan

Position: QA Manager

Signature: Date: