
STEPS TO REQUEST NEW/REPLACEMENT, RELOCATION, OR REMOVAL OF A BIOSAFETY CABINET

EH&S is solely responsible for the purchase, replacement, relocation, and removal of biosafety cabinets (BSC) for your research. Please read and follow the instructions in the sections below.

INSTRUCTIONS TO REQUEST A NEW/REPLACEMENT BIOSAFETY CABINET

1. Submit a [Biological Safety Cabinet Purchase Request Form](#) to EH&S. Purchase factors include, but are not limited to, IBC approval, number of alternative units, laboratory space, and condition and age of current cabinet (if replacing).
2. The Biosafety Officer (BSO) will review the request and conduct a site visit of the proposed location to confirm that the proposed location meets biosafety design requirements and help the requestor select an appropriate placement of the cabinet.
3. After the review is complete, EH&S will email request outcome.
4. If approved, EH&S will coordinate the delivery, installation, and certification of the new cabinet.
 - a. Cabinets being replaced will require decontamination and disconnection from utilities prior to removal from current use locations. EH&S will schedule both actions *prior* to the move date. For more information on the equipment decontamination process, reference the [Biosafety Cabinet SOP](#).
 - b. EH&S will schedule removal of replaced cabinets with Asset Management
 - c. **Please note:** You cannot use current cabinets once decontaminated or your new cabinet until it is certified by the LSUHSC contracted vendor.

RELOCATING/REMOVING A BIOSAFETY CABINET

The following instructions apply to BSC moves from an LSUHSC owned/operated facility to another LSUHSC owned/operated facility or BSC surplus requests:

1. Submit a request to EH&S for each cabinet you wish to relocate or surplus by submitting an [online work order request](#). The request shall contain the current

location (building and room number), serial number, make and model on the request form. Please provide at least one-month advanced notice of request to ensure adequate planning and actions.

2. Clean out the BSC, removing sharps, instruments, and all materials from the work surface.
3. EH&S will schedule the cabinet decontamination. Upon decontamination completion, a notice will be attached to the BSC indicating it has been decontaminated and is safe to move.
4. EH&S will submit [work order](#) request with LSUHSC Facility Services-Plumbing for disconnecting the utility lines (i.e., air and vacuum) from the old BSC.

Please review the [Lab Close Out Policy](#) for more information if the BSC relocation is related to a laboratory move or closeout.