



TITLE: Cleaning the BSC surfaces & Glove Maintenance

SOP Category: Gnotobiotic

CMR SOP #: 4.21

Page: 1 of 5

Effective Date: 1/7/25

Approval: *LaTisha V. Moody, DVM, DACLAM*

Revisions: 5/12/2022, 12/16/2024

SCOPE:

This document describes the procedures to be followed when cleaning the inner surfaces of the biosafety cabinet and removable gloves. This SOP applies to all Animal Care Staff (ACS), ACS Supervisors (ACSS), Veterinary Staff (VS), and Research Staff members (RS) at the Rutgers University Gnotobiotic facilities.

OBJECTIVE:

The objective is to describe the process to perform a routine cleaning and weekly deep cleaning of the Biosafety Cabinet (BSC) including the Transfer chamber (TC) and ports.

PROCEDURES:

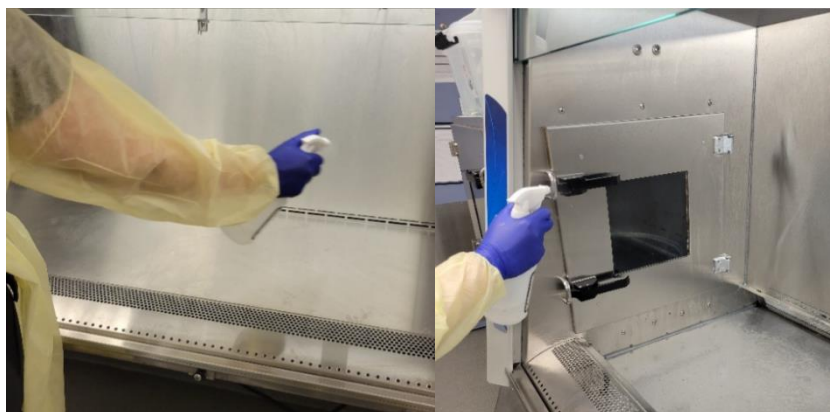
Routine Cleaning of the Biosafety Cabinet:

1. Daily cleaning is required for all BSCs inside of the animal rooms when in use (e.g. A685D and A685F) and recorded on the room log sheets when completed.
2. Before cleaning inside the hood, use paper towels or soft cloth to absorb excess Clidox left over from sterilizing inside the TC. Leave them in the chamber on the turntable until the inside of the BSC is cleaned.
3. Make sure the blower for the BSC is off before cleaning. Lift sash all the way up to reach inside the BSC.
4. Remove any visible debris from the BSC surface panels, internal TC door and the port with paper towels.
 - a. Note: Dirt or debris will inactivate or decrease sterilant activity
5. Fill cleaning water bottle with water from autoclaved water bottles.
6. Spray all the BSC surfaces with cleaning water to dilute any leftover residue from Clidox sterilant solution, especially in small spaces where it can build up. Wipe with paper towels. Repeat, if needed, until there is no residue left.

TITLE: Cleaning the BSC surfaces & Glove Maintenance

SOP #: 4.21

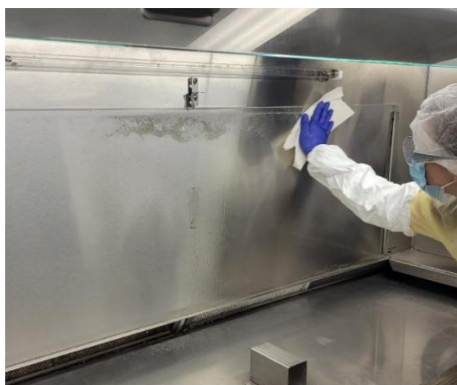
Page 2 of 6



7. Remove the BSC surface panels by pushing down the latch in the hood and lifting the middle surface sheet up toward the back of the hood. Latch the middle sheet up.



8. Spray the underneath of the middle surface panel with sterile cleaning water and wipe using paper towels.



9. On the left and right, lift and pull out the side panels to remove them from slot. There is a small bolt that holds the side panels in place, make sure to keep it with the panels. They can be placed in the middle of the BSC on the middle support shown above until the inside level is clean.

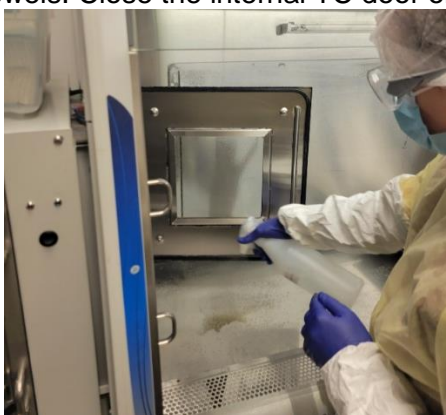
TITLE: Cleaning the BSC surfaces & Glove Maintenance

SOP #: 4.21

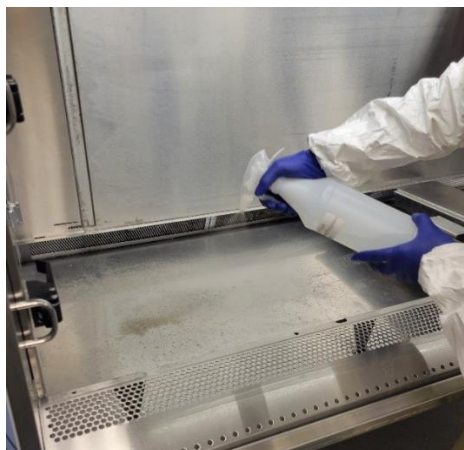
Page 3 of 6



10. Open the internal TC door and spray the inside of the door with sterile cleaning water. Make sure to saturate small areas where Clidox can reside, especially around the gasket. Wipe with paper towels. Close the internal TC door once it is dry.



11. Spray the inside of the BSC with sterile cleaning water, saturating the areas that have excess Clidox. Make sure to spray under the grille and any other hard to reach areas. Wipe with paper towels.



12. Pick up the individual side panels from the middle and spray using cleaning water. Wipe dry with paper towels. Side panels can be placed back by inserting the metal tab into the slot at the back of the hood and securing the bolt back into its hole.

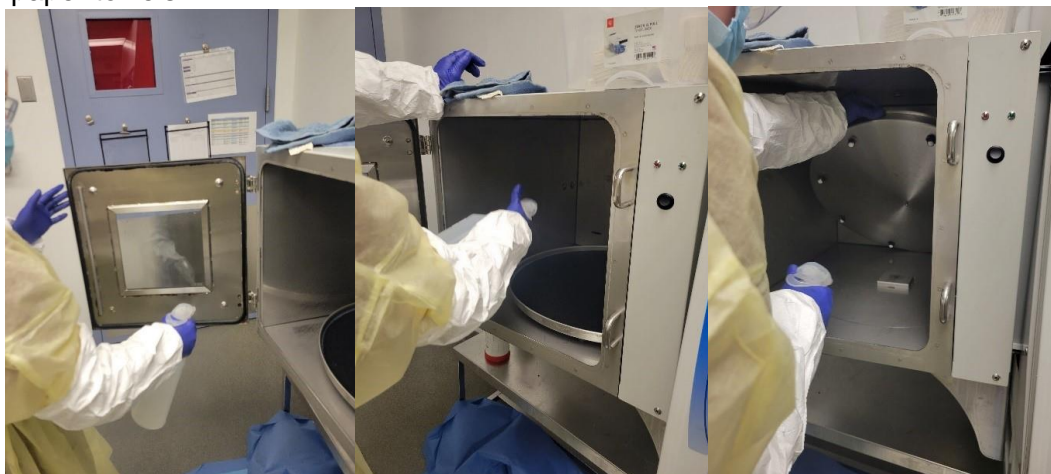
TITLE: Cleaning the BSC surfaces & Glove Maintenance

SOP #: 4.21

Page 4 of 6



13. Unlatch the middle panel sheet and gently lay back down. Spray all top surfaces one more time with sterile cleaning water and dry with sterile paper towels.
14. Bring the sash down to indicated sash height on BSC. Spray inside and outside of sash with cleaning water and wipe with paper towels.
15. Spray all sides of the TC with sterile cleaning water, making sure to saturate areas with Clidox buildup. Make sure to lift and spray water underneath the turntable. Wipe dry with paper towels.



Weekly Deep Cleaning the Biosafety Cabinet:

1. A deep cleaning of the BSC must be performed weekly when BSC is in use and recorded on the room log sheets when completed.
2. Follow the above instructions on how to clean the BSC.
3. Pay close attention to the trouble areas where Clidox residue collects - inside the transfer chamber near the inner door, under the gaskets, and in the corners under the BSC surface.
4. Remove the sliding glove rail that is attached to the front grill of the BSC.
 - a. Unscrew the slats where the rail is attached using a screwdriver and remove the screws.

TITLE: Cleaning the BSC surfaces & Glove Maintenance

SOP #: 4.21

Page 5 of 6



- b. Pull up the rail and remove it from the BSC.
5. Thoroughly clean the glove rail with sterile water and paper towels.
6. Thoroughly clean the section of the BSC that is behind and underneath the glove rail where Clidox residue gets built up with sterile water and paper towels.
7. Place the rail back onto the front of the BSC and securely screw in the slats.
8. There should not be any Clidox build up once the deep cleaning is finished.
9. For areas that are difficult to clean or are corroded, 5% vinegar can be used on the surface.

Cleaning Removable Honeywell Gloves

1. Honeywell Gloves must be cleaned after any animal work is performed.
2. Remove the gloves and sliding rings from the BSC.
3. Take the gloves to the sink and wash the outside of the gloves with sink water and mild dish soap using the sponge.
4. Rinse the gloves thoroughly with sink water.
5. Perform the leak check for each glove described below.
6. Dry the gloves with paper towels, bring them back to the animal room and hang them up to dry in the sliding rings.

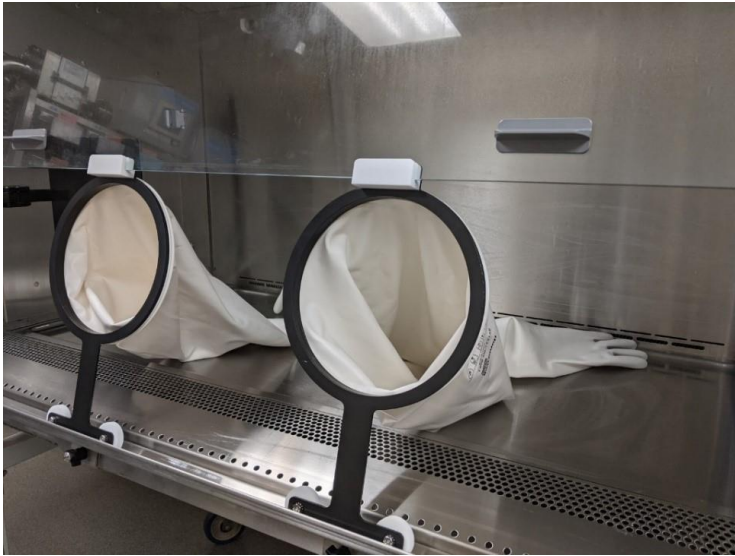
Leak Check of Removable Honeywell Gloves

1. Gloves must be checked daily for holes before any animal work is performed.
2. Visually examine the gloves paying close attention to the fingertips and checking closely for holes or tears.
3. Bring the gloves to the sink and fill both gloves up with tap water slightly past the wrist area.
4. Tightly twist the glove at the wrist until the fingers of the glove bulge out stiffly. Wipe off any water from the surface to make it easier to visualize any leaks or cracks in the gloves.
5. Hold the twisted gloves for about 10-15 seconds to observe any leaks, cracks, or holes.

TITLE: Cleaning the BSC surfaces & Glove Maintenance

SOP #: 4.21

Page 6 of 6



6. Once gloves are confirmed to be free from leaks, the gloves can be untwisted, and water poured out.
7. Shake gloves slightly to remove excess tap water from inside of gloves. If too much water remains, use clean paper towels to absorb excess water.
8. Rinse the outer side of gloves with sink facility water.
9. Record on the room log sheet that the leak check was performed.
10. Lay gloves flat to dry or hang gloves to dry in the room.