

Procedures for using Bio-Bay and Bio-Hoods

Note: No infectious materials are allowed in the SMIF Bio-Bay. It is the user's responsibility to check with Duke Safety regarding any need to register their biological materials. All biological materials and reagents must be cleared through SMIF before being brought into the Bio-Bay.

- 1) Pass samples and reagents through the pass box in the cleanroom entry area.
- 2) Follow all cleanroom gowning procedures.
- 3) For chemical waste, follow the cleanroom guide lines.
- 4) All liquid bio-waste must be sterilized with bleach. Add enough bleach to the waste to make a 10% bleach solution. After 30mins, it can be poured down the drain.
- 5) Solid waste (e.g. pipet tips, pipets...) will be placed in clear zip-lock bags and labeled with the users name, date and contents of bag.
- 6) Procedures for using Bio-Hoods:
 - a. Always wear gloves and chemical aprons while working in the bio-hoods.
 - b. Turn blower on and wait 5mins to allow air circulation to filter all air in the bio-hood.
 - c. Wipe down bio-hoods with 70% ethanol. Start with sides, back of bio-hood, the interior surface of the window, and then wipe down the floor of the bio-hood.
 - d. If using DNA or RNA, wipe down the floor of the bio-hood with RNase Away.
 - e. Wipe down all objects that will be used in the bio-hood with 70% ethanol and then RNase Away if working with RNA or DNA. Place in bio-hood immediately.
 - f. Place objects inside the bio-hood at least 4 inches from the grill. Do not place objects on the front grill of the bio-hood.
 - g. Equipment that creates an aerosol (e.g. vortex, centrifuges) should be placed to the back of the bio-hood.
 - h. Wait 5mins after placing objects in bio-hood before beginning to work in the bio-hood.
 - i. Place arms into bio-hood with a straight motion and minimize swiping arm movements while working in the bio-hood. This will lessen the disruption of the air curtain in the bio-hood.
 - j. Once hands have been placed in the bio-hood, do not remove until work is finished. If hands must be removed, change gloves before continuing work in the bio-hood.
 - k. When finished using the bio-hood, wipe down all objects with 70% ethanol and remove from the bio-hood.
 - l. The wipe down the bio-hood with 70% ethanol (same procedure as above).
- 7) Remove gloves and wash hands after working in the Bio-Bay. Put on clean gloves before re-entering the cleanroom.
- 8) Pass out samples and reagents through the pass box.
- 9) When exiting cleanroom, place all garments in the hampers. Do not reuse.