Document Information

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Date Information

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Control Information

**Author:** WATE02

**Owner:** WATE02

**Previous Number:** STCL-FORM-036 Rev 02

**Change Number:** STCL-CCR-400
# STCL-FORM-036

## Biological Safety Cabinet with Vacuum Trap and Paper Catch

### Daily, Weekly, Monthly Maintenance Schedule

<table>
<thead>
<tr>
<th>MONTH/YEAR:</th>
<th>NA = Not Applicable</th>
<th>NIU = Instrument not in use</th>
<th>Record problem and corrective action on reverse side</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-31</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DAILY**

- Turn blower on for 10-15 minutes before use *(if not already ON)*
- Work surface decontaminated at start-up
- **Magnehelic reading**
  - or **Minihelic reading**
- Fullness of vacuum trap checked *(If used with this hood)*

**Initials**

- Work Surface decontaminated at the end of the workday.

**Initials**

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*Readings should be stable over time. If readings start to fluctuate outside range listed at the top of the form, using historical values, CIRCLE value that is out of range, notify the Lab Manager or designee *(in case service is required)*, and record on troubleshooting log.*

### WEEKLY MAINTENANCE

<table>
<thead>
<tr>
<th></th>
<th>Week 1 Date/Initials</th>
<th>Week 2 Date/Initials</th>
<th>Week 3 Date/Initials</th>
<th>Week 4 Date/Initials</th>
<th>Week 5 Date/Initials</th>
<th>MONTHLY MAINTENANCE</th>
<th>Date/Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check and clean paper catch</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Clean entire interior of Biological Safety Cabinet</td>
<td></td>
</tr>
<tr>
<td>Change vacuum trap <em>(if needed)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Weekly Review (Date/Initial):** Wk 1 _________ Wk2 _________ Wk3 _________ Wk4 _________ Wk5 _________

**Monthly Review (Date/Initial):** ____________________________
## Signature Manifest

**Document Number:** STCL-FORM-036  
**Revision:** 03  
**Title:** Biological Safety Cabinet with Vacuum Trap and Paper Catch - Daily, Weekly, Monthly Maintenance Schedule

All dates and times are in Eastern Time.

### STCL-FORM-036 Biological Safety Cabinet with Vacuum Trap and Paper Catch - Daily, Weekly, Monthly Ma

### Author

<table>
<thead>
<tr>
<th>Name/Signature</th>
<th>Title</th>
<th>Date</th>
<th>Meaning/Reason</th>
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<tbody>
<tr>
<td>Barbara Waters-Pick</td>
<td></td>
<td>20 Sep 2017, 12:19:20 PM</td>
<td>Approved</td>
</tr>
<tr>
<td>(WATE02)</td>
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### Manager

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<tr>
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### Medical Director

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<td>Joanne Kurtzberg</td>
<td></td>
<td>20 Sep 2017, 03:24:34 PM</td>
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<td>(KURTZ001)</td>
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### Quality

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<td>John Carpenter (JPC27)</td>
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<td>20 Sep 2017, 03:36:49 PM</td>
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<tr>
<td>Sandy Mulligan (MULLI026)</td>
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