

Important note:

New BSCs may be taller and wider than the older model you are replacing, and we need enough clearance to change filters and perform maintenance. Once you pick a model, please review the attached Clearance Attestation form to confirm that BSC meets NIH requirements. The completed form must be submitted to DOHS along with a quote for a new BSC at PrimaryBarrier@mail.nih.gov. If there are issues with any of the clearances, DOHS Primary Barrier Program Manager will help to work towards a solution.

Please note, a new BSC must be NSF/ANSI 49 listed, have no UV light installed, and should not have a mechanical stand (unless authorized beforehand).

Class II Type A2 BSC replacement process:

1. BSC decontamination prior to removal:

- a. The existing BSC will need to be decontaminated prior to removal. You can submit a request for decontamination using the following [Service Request](#) link. Under normal circumstances, up to 2 weeks' notice is required to schedule a decontamination.
- b. Prior to decontamination, remove all equipment from inside the BSC and wipe it down with an appropriate disinfectant. The users of the BSC must clean and disinfect the catch tray under the grill.
- c. The decontamination process takes up to 48 hours to complete. Access to the lab during the initial decontamination process will be restricted for safety reasons.
- d. Once the decontamination is complete, you may not perform any further work in it.

2. Once the decontamination is completed:

- a. Fill out and attach NIH form 2683, Certification that Equipment is Free from Hazards, to the BSC.
- b. Arrange for disconnection from services (vacuum) with ORF (if needed). We recommend submitting this request early, as it can take a month or more for this to be completed. Here is the link to request disconnection of BSC from utility services: [Construction Projects](#). Please note that you may need to email ORFBSB@mail.nih.gov to request authorization to enter design and construction work for your IC. The funds' approving official is your AO.
- c. If the BSC is being removed for surplus, contact the IC Property Custodial Officer (PCO) to report excess property. The IC PCO will initiate the process in the NBS Property system. NBS generates the Excess Receipt Form used to schedule the pick-up of excess property by the Property Reutilization and Disposal Section (PRDS). For additional details, please review chapter F, section 4 (Turn-in of Excess Property) of the NIH Personal Property Management Guide (PPMG) - Disposal Phase.
- d. If BSC is being moved to another location, it will need to be recertified after the move is complete. For the protection of BSC users, lab staff, and your research, recertification is required before resuming any work within the BSC. Please submit a request for recertification using the following [Service Request](#) link. Submit a request to have your BSC reconnected to vacuum (if needed) using the following link: [Construction Projects](#). Please note that you may need to email ORFBSB@mail.nih.gov to request authorization to enter design and construction work for your IC.

3. For ordering a new BSC:

- a. Follow your IC's usual procurement process. Below are contacts for vendors that have representatives routinely on the NIH Campus and are also aware of NIH BSC requirements (NuAire and Thermo-Fisher). The contact information for Baker and Labconco sales representatives is also included.
- b. When you identify what BSC make and model you will order, NIH requires that DOHS review and approve the order before it is submitted. The review is simply a check that it meets NIH requirements. For that review, you can simply send the quote and model information along with the Clearance Attestation Form (attached) to NIH Primary Barrier Program Manager at PrimaryBarrier@mail.nih.gov.
- c. The [NIH Supply Center Catalog](#) offers several Class II, Type A2 BSC models for ordering by NIH laboratories and facilities (*search for "biosafety cabinet"*). Please note that some BSC models have a motorized base stand. A BSC with a motorized base stand should not be ordered unless a variance has been approved by DOHS to accommodate low ceiling clearance. DOHS approval is required prior to placing the order. Please email PrimaryBarrier@mail.nih.gov for additional guidance.

4. Once your new BSC is installed:

- a. Submit a request to have your BSC connected to vacuum (if needed) using the following link [Construction Projects](#). Please note that you would need to email ORFBSB@mail.nih.gov to request authorization to enter design and construction work for your IC.
- b. Gas/air are not allowed to be piped into new NIH BSCs.
- c. Submit a [service request](#) for initial certification of a new BSC. **Do not use the BSC until it has passed the initial certification.**

NUAIRE

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Baker

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LABCONCO:

<https://www.labconco.com/sales-and-support/us-and-canada-sales>
Customer Service: 1-800-821-5525