1. OBJECTIVE

The purpose of this procedure is to detail the safe operation of cleaning UV lamp in biosafety cabinet (BSC) in the Department of Medicine research laboratories.
Ultraviolet (UV) radiation lamp is used in BSC as a method of surface decontamination.

2. SCOPE

This SOP is applicable to all staff and students working in the Department of Medicine research laboratories.

3. RESPONSIBILITIES AND ACCOUNTABILITY

3.1 Principal investigator ensure all laboratory staff are trained in correct and safe procedure of cleaning the UV lamp in BSC.

3.2 Staff and students must be aware of potential hazards, obtain proper training and must be knowledgeable of this SOP.

4. PERSONAL PROTECTIVE EQUIPMENT

a. The areas of skin usually at risk are hands, eyes & face
b. All workers shall wear long sleeved lab coat, gloves, safety glasses and covered shoes.

5. SAFETY PRECAUTIONS

a. Do not touch a UV lamp with bare hands.
b. The BSL-2 BSC must be turned on and operating with uninterrupted laminar airflow.
c. The lamp must have been switched off for the last 30 minutes and also be cool enough to touch prior to cleaning.
d. Staff must be aware of emergency response procedures, and location of first aid box, emergency showers and eye wash
e. Staff must be aware of emergency contact nos

6. PROCEDURE

a. First of all, wear the proper PPE such as safety glasses, a long-sleeved lab coat, covered-toe shoes and disposable gloves to protect yourself from any possible physical contact with contaminants
b. Secondly, lift the glass sash to the recommended height and turn on the BSC fan for 10-15 minutes before beginning any sort of work to allow the adequate air filtration and keep the stable laminar flow.

c. Confirm the inward airflow by holding a piece of tissue at the middle of the edge of the viewing panel and ensuring it is drawn in.
d. Decontaminate the working surface and all the materials placed inside the BSC.
e. UV lamp should be cleaned with C-fold paper moistened with 70% alcohol.
f. When the cleaning process is completed, the interior surface should be wiped again with 70% alcohol and let the BSC run for next 15-20 minutes to let the alcohol dry up.
g. Close the sash down before operating the UV lamp

7. SAFETY PRECAUTIONS & MAINTENANCE

The biosafety cabinets in MD1 and MD6 building are common equipment provided by NUS Medicine. The Research Facilities Management (RFM) team coordinates the annual preventive maintenance of the biosafety cabinets. The RFM team can be contacted by email at medbox50@nus.edu.sg.

8. ACCIDENTS AND INCIDENTS REPORTING

Accidents resulting in injuries must be reported to the PI and/or laboratory safety lead immediately after first aid is applied.

Seek medical attention when necessary at the University Health Centre or proceed to the Accident & Emergency units of National University Hospital after office hours.
Main Line (24 hours general enquiries) Tel: 67795555 Emergency Tel: 67725000

All incidents or accidents have to be notified to OSHE within 24 hours via the online Accident and Incident Management System (AIMS) at https://inetapps.nus.edu.sg/osh/portal/eServices/ehs360_aims.html.

9. REFERENCE

- Refer to manufacturer's instruction manual.
- NUS Laboratory Biorisk Management Manual (NUS/OSHE/M/01)

10. REVISION HISTORY

Date Revised	Version No.	Author	Summary of Revisions
01-09-2022	002	Adeline Chow	Update of HOD: Prof Anantharaman Vathsala Section 4: Safety Precautions Section 8: Contact no of NUH emergency