



Mothballing Procedures for a BSC in a BSL-2 Lab

Purpose

The outline below are the proper procedures for decommissioning or temporarily placing a Biological Safety Cabinet (BSC) out of service in a BSL-2 laboratory while ensuring safety, regulatory compliance, and ease of reactivation.

Responsibilities

Laboratory Manager / PI: Initiates and oversees the mothballing process

Laboratory Staff: Assists in cleaning and documentation

EHS Biosafety: Verifies compliance with biosafety protocols

Scope

The scope of this document is meant to cover the safe deactivation, preservation, and temporary storage of a Biological Safety Cabinet (BSC) to ensure it remains in a condition suitable for future remission. Activities include thorough decontamination in accordance with biosafety standards, disconnection from utilities, sealing of all openings, application of protective measures against corrosion and environmental degradation, and documentation of the process. The scope also includes labeling, secure storage, and periodic inspection as needed to maintain the BSC's integrity during the mothballing period.

Preparation

Clear the Biological Safety Cabinet (BSC)

- Remove **all items**: glassware, pipettes, racks, waste containers, notebooks, etc.
- Discard all consumables and biohazardous waste appropriately.

Surface Cleaning

- Wear proper Personal Protective Equipment (**PPE**) (lab coat, gloves, eye protection).
- Clean interior surfaces with **10% freshly prepared bleach (sodium hypochlorite)** or **CaviCide**
 - Use lint-free wipes to clean all surfaces including:
 - Work surface
 - Side and back walls
 - Interior of sash window
 - Underneath the work tray (if removable)
- Allow appropriate **contact time** (typically 10 minutes).
- Wipe down again with **70% ethanol** to remove bleach or CaviCide residue.

Powering Down and Isolation

- Turn off **the blower** and **Lights**.
- Disconnect from **power source**.

Covering and Labeling

- **Cover the BSC** with:
 - Clean **plastic dust cover, poly sheeting, or canvas**



Environmental Health & Safety

- Ensure the cover is breathable if stored in high-humidity areas (avoid mold growth)
- Clearly **label** the BSC:

MOTHBALLED BSC – DO NOT USE
Date Mothballed: [DD/MM/YYYY]
Last Decontaminated: [DD/MM/YYYY]
Contact: [Name/Phone/Email]