

1. Procedure summary

This procedure describes how to use Laminar Flow Hood.

1.1. Related Procedures

NA

NA

1.2. Procedure impacts and concerns

Safety	Gloves and safety glasses required for using Ethanol and while working under hood to prevent contamination.
Quality	Maintenance should be performed by a licensed professional once a year. Facilities manager arranges the maintenance.
Delivery	NA
Environmental	NA
Cost	NA
Compliance	Compliance with OSHA's Hazardous Waste Operations and Response, and Hazardous Communication Standard in addition to the Sapphire Energy, Inc. Chemical Hygiene Plan is required. See 29 CFR 1910.120 and 1200. An authorized user list, MSDS's and label information will be available for easy reference in a binder in the administration building.

1.3. Responsibilities and owners

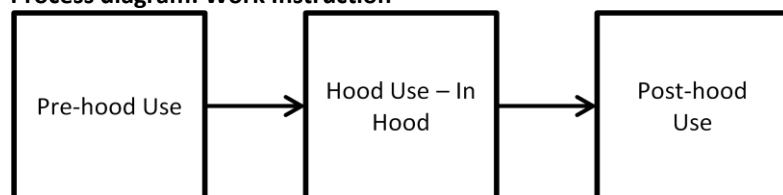
Document Owner	Manage content and distribution	Irene Calderon
Process Owner	Responsible for content and process validation	Alex Diffley
Site Manager	Responsible for implementation and conformance	Bryn Davis

2. Process

2.1. Process description

This process describes procedure for sterile techniques while using the Laminar Flow Hood.

2.2. Process diagram: Work Instruction



2.3. Process steps

2.3.1. Pre-hood Use.

- 2.3.1.1. Remove watches, bracelets, and jacket, etc, and wash hands and arms.
- 2.3.1.2. Generously spray items needed in hood (flasks, media bottles, etc) with 70% EtOH. For plates, spray a paper towel with 70% EtOH and place plate on paper towel.
- 2.3.1.3. Put on gloves and spray hands/arms with 70% EtOH generously.
- 2.3.1.4. Spray work surface in hood with 70% EtOH and wipe with paper towels.

2.3.2. Hood Use – In hood.

- 2.3.2.1.** Do not raise sash above sash line.
- 2.3.2.2.** Clean up any spills immediately, especially if spilled into air grates.
- 2.3.2.3.** Keep hood uncluttered as to not block airflow.
- 2.3.2.4.** Keep items in the hood at least 4 inches from edge.
- 2.3.2.5.** If you need to reach out of hood, re-spray hands with EtOH. If you need to leave the hood, change gloves and re-spray hands upon returning.
- 2.3.2.6.** Keep all flasks, plates, and media closed unless they are actively in use. When open keep tilted at an angle to reduce the chance of contamination.
- 2.3.2.7.** Put all pipettes, loops, and other trash in proper receptacle already in the hood. DO not put used tips and loops directly on the work surface.
- 2.3.2.8.** If possible, do not place lids on work surface, instead place them on a paper towel sprayed with EtOH or keep them in your hand.

2.3.3. Hood Use – Post Hood Use.

- 2.3.3.1.** Once transfers, etc. are complete, remove all flasks, bottles, and plates.
- 2.3.3.2.** Empty trash receptacle with 70% EtOH, allow dry.
- 2.3.3.3.** Spray work surface with 70% EtOH, allow to dry.
- 2.3.3.4.** Leave sash at sash line.

3. Required documents**3.1. Input documents**

NA

3.2. Output documents

NA

4. Document control**4.1. Revision history**

R0 – Initial Release – Irene Calderon

05-04-2012

R1 – Irene Calderon

05-09-2012

4.2. Document approval

Robert McBride

05-09-2012

4.3. Document reviewers

Irene Calderon, Megan Allen, Alex Diffley

05-09-2012

5. Risk analysis