

Standard Operating Procedure <b>Biohazard Class II Cabinet HEPA Filter Changout</b>	SOP No. 8.055
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Revision No.: 1

**Effective:** 3-5-99  
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**Page No.: 1 of 3**

- 1 Purpose
  - 1.1 To establish a procedure for removing and installing Supply and Exhaust HEPA filters in Biohazard Class II Cabinets.
- 2 Scope
  - 2.1 This procedure applies to Class II Biohazard Cabinets.
- 3 Reference
  - 3.1 Biohazard Cabinet Manufacturer's manual.
- 4 Definition
  - 4.1 HEPA: High Efficiency Particulate Air
  - 4.2 SOP: Standard Operating Procedure
- 5 Responsibility
  - 5.1 Test and Balance (TAB) technicians shall record Filter Dimensions on Form FN 8.057.4 (Biohazard Safety Cabinet Test Report Details III) in the Filter Replacement Data section.
  - 5.2 TAB technicians shall indicate the downflow, exhaust or both under HEPA Filter Changeout section have been performed, Yes or No, on Form FN 8.057.1 (Biohazard Safety Cabinet Test Report Summary Sheet).
  - 5.3 All test reports shall be saved in files, located in the TAB department of Thermo.
- 6 Materials Requirement
  - 6.1 New HEPA filter
  - 6.2 Silicone grease
  - 6.3 Handtools of sizes specified by Biohazard Cabinet manufacturer

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Revision No.	SOP No.	Page
1	8.055	<b>2 of 3</b>

7 Test Equipment

7.1 None

8 Procedures

- 8.1 Decontaminate the Biohazard Cabinet using SOP 8.054 (Microbiological Decontamination Procedure).
- 8.2 Follow Biohazard Cabinet manufacturer instructions for removing and installing the HEPA filters.
- 8.3 Indicate that downflow, exhaust or both under HEPA Filter Changeout section have been performed, Yes or No, on Form FN 8.057.1 (Biohazard Safety Cabinet Test Report Summary Sheet).
- 8.4 Upon completion of HEPA filter changeout, perform HEPA filter leak test as per SOP 8.050 (Biohazard Class II Cabinet HEPA Filter Leak Test).

9 Review and Approval

- 9.1 TAB technicians shall return the Form FN 8.057.4 (Biohazard Safety Cabinet Test Report Details III) and the Form FN 8.057.1 (Biohazard Safety Cabinet Test Report Summary Sheet) to the TAB Department for review.

Revision No.	SOP No.	Page
1	8.055	3 of 3

## Document Approval

  
Test & Balance Supervisor

10/01/03  
Date

  
Engineering Manager

10/01/03  
Date

  
Quality Assurance Manager

11-15-03  
Date

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