OPERATIONS

Environmental Health and Safety

TEXAS A&M UNIVERSITY

To: Users of Biological Safety Equipment Maintenance Contract

From: Nancy L. Eaker
Environmental Safety Supervisor
Environmental Health and Safety Department
4472 TAMU

Date: January 11, 2011

Subject: New procedures for scheduling certification and/or service for biological safety equipment

Environmental Health and Safety (EHS) and Precision Air Technology Inc. (PAT) have established new procedures for scheduling biological safety cabinet, clean bench, and inline HEPA system certifications, service and repairs. The new procedures for scheduling service are detailed below.

- Following this initial notification, EHS will email users of biosafety equipment (with copy to the Office of Biosafety) at least 60 days prior to the date certification is due. This email will include specifics on the equipment, including location, model and serial number, as well as contact information for Precision Air.

- The biosafety equipment user will contact PAT directly to schedule service. Precision Air will schedule the certifications to maximize their time on campus and to minimize the number of trips they will have to make. Please allow at least two (2) weeks' notice for scheduling.

- The biosafety equipment user will need to provide the following information to PAT:
  - PI Name
  - Location of unit (Bldg # and Room #)
  - Department
  - Make (e.g., Baker, Nuaire, etc.), model number and serial number of unit
  - PO #
  - Contact info for billing purposes (name and email)
  - Contact info for access to lab (name and phone number)
  - Any additional instructions or comments for the Precision Air technician

Certification of biological safety cabinets is required when a cabinet is newly installed and annually thereafter *or* whenever a cabinet is moved. The cost of certification is $100 per biosafety cabinet. Annual certification is recommended for clean benches at a cost of $50 per unit. Requests for service may be emailed to Scott Campbell, the point of contact for Precision Air, at cango66@aol.com. As a reminder, if biological safety cabinets are moved from one building to another, they *must* be decontaminated prior to their relocation. Precision Air will perform the cabinet decontamination at a cost of $150 per cabinet.

Attached is a list of the biosafety equipment assigned to you, per EHS records. Units that will be due for certification before the end of March are highlighted in yellow. Units currently tagged as "Not for

1111 Research Parkway
4472 TAMU
College Station, TX 77843-4472

Tel. 979.845.2132 Fax 979.845.1348
http://ehsd.tamu.edu

Use with Pathogens" or not currently in use are highlighted in blue. (Tagged biosafety cabinets *do not* have to be certified annually as long as biohazardous materials are not used in them.) If any of the information in the attached list is incorrect or equipment is missing from the list, send me an email with the correct information so that I may update the EHS database.

Please note: while the scheduling procedures have changed, EHS will still maintain TAMU's contract with Precision Air. If you have any questions about the terms of the contract or scheduling procedures, please contact me at 845-5332 or n-eaker@tamu.edu, or you may contact Christina Robertson (862-2062 or christinarobertson@tamu.edu).

Thank you!

Cc: Office of Biosafety