Note that this protocol is specific for Hallam Lab Biosafety Cabinet. In your labs outside of iGEM you might use an altered/different version of this workflow, however, we must adhere to the protocol that has been established in Hallam Lab, as different BSCs have different builds/functions and handle different biological material, and this is how this specific model of BSC must be operated. If you have any questions, don't be afraid to ask someone in the Hallam lab or one of the leads for any clarifications!

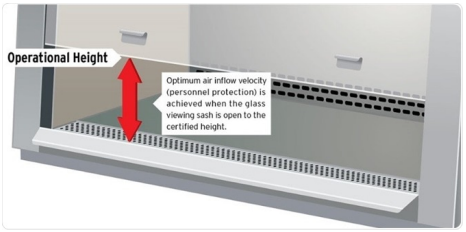
Biosafety Cabinet Workflow Protocol for Hallam Lab

1. Make sure you're wearing the appropriate PPE – gloves & lab coat, loose fitting pants, closed-toe shoes, have your hair up etc.

2. Turn on the Biosafety Cabinet (BSC) with the key.

3. Turn on the UV light – let it sterilize for **30 mins** (please wait the full 30 minutes, otherwise your safety or the sterility of your sample is not guaranteed).

4. **Open the sash to the designated window sash height** – if you fail to do this, the airflow would be disturbed and that could hinder your safety and the sterility of the sample.



5. Turn on the blower and let it run for **15 mins** (again, please wait the full time indicated).

6. Next, spray the inside of the BSC with 70% Ethanol. Anything that goes inside the BSC also must be sprayed with Ethanol, as it is considered contaminated material.

7. If you're planning to pipette things, take the iGEM pipettes (Hallam lab pipettes are LTS and non-compatible with our pipette tips; we also must use our own, so we do not accidentally contaminate theirs and ruin their experiments). Your wet lab lead will have a "sterile pipette tips" box for each subteam. This is done to prevent contamination – the least amount of people are using the same tip box, the lower the chance your sample will get contaminated**. DO NOT OPEN THE STERILE PIPPETTE TIPS ON YOUR BENCH** – they would not be sterile anymore and they *will* contaminate your sample.

8. Put the liquid and solid waste bins labeled "iGEM BSC solid/ liquid waste bins" into the BSC. Dispose of any liquid waste into the big iGEM beaker labeled "Liquid Waste". Solid waste goes into Biohazardous waste bin. **DO NOT PUT WASTE IN THE GARBAGE BIN NEXT TO THE BIOSAFETY CABINET!!!**

9. After you're done, take all your samples away. Clean the inside of the BSC with 70% Ethanol. Make sure you dispose of the waste and put the temporary liquid and solid waste bins back to the iGEM bench – BSC area should be as empty as possible to prevent contamination.