**SOP forVacuum System Operation Involving Biohazardous Materials**

Revised 03/22/18

*List lab spaces where vacuum systems will be utilized for applications involving biohazardous and rDNA materials will be performed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

1. The PI will ensure that vacuum system operation will be conducted responsibly in order to prevent contamination of central and local systems and to prevent potential harmful exposure to maintenance workers, laboratory staff, and other university personnel

2. Prior to vacuum systems operation, staff will verify that the primary trap flask has been charged with bleach sufficiently to maintain a minimum 10% bleach : content concentration, and that a second overflow flask is in place downstream from primary flask

3. Prior to operation, staff will also verify that an in-line HEPA filter is in place immediately downstream form the overflow flask to protect vacuum system from contamination – the HEPA filter will be replaced as needed to ensure proper filtration and exhaust air flow

4. If contamination of a central (“house”) vacuum system is suspected, vacuum use will be ceased immediately, and the PI will notify Facilities Management Zone Manager and the [Biosafety Office](mailto:mtelliot@vcu.edu) immediately of the incident

5. If contamination of local pump(s) is suspected, vacuum operations will be immediately ceased and the affected space will be evacuated and decontaminated following the “Biohazardous Spill Cleanup SOP” prior to returning lab to routine lab operation. The contaminated pump(s) will be red-bagged and discarded properly (contact [Biosafety Office](mailto:mtelliot@vcu.edu) for assistance)