

STANDARD OPERATING PROCEDURES
DIVISION OF COMPARATIVE MEDICINE
UNIVERSITY OF SOUTH FLORIDA

SOP#: 1156

Date Issued: 2/13

Date Revised: New

Page 1 of 3

TITLE:	NuAire Model NU-607 Bedding Disposal Cabinet
SCOPE:	Cage Wash and Animal Care Personnel
RESPONSIBILITY:	Facility Manager, Professional and Administrative Staff
PURPOSE:	To Outline the Proper Procedures for Use and Maintenance of a Bedding Disposal Station

I. PURPOSE

1. This procedure outlines the use and maintenance of bedding disposal stations used to reduce exposures of cage wash personnel to airborne allergens and environmental contaminants.

II. RESPONSIBILITY

1. It is the responsibility of each facility's Maintenance Support and Cage Wash Personnel to ensure that this equipment is appropriately monitored, cleaned, and maintained in good working order.
2. It is the responsibility of each facility's Maintenance Support and Cage Wash Personnel to ensure that all cage wash personnel are adequately trained and experienced in the use of this equipment.
3. It is the responsibility of each facility's Maintenance Support and Cage Wash Personnel to read and understand the instruction manual prior to equipment use.
4. Facility Managers are responsible for all aspects of this SOP when Maintenance Support and Cage Wash Personnel are unavailable.

III. EQUIPMENT APPLICATION

1. Bedding disposal stations create an air barrier that makes it difficult for aerosol particles, small powder-dust, and odors to escape into the working environment thus reducing exposure of staff to airborne allergens and environmental contaminants.

IV. EQUIPMENT USE

1. Turn on station's blower and lights. Allow blower to operate for a minimum of 2-3 minutes before starting work.
2. To reduce airflow disruptions
 - a. Movements in and out of the work area should be minimal.
 - b. Activity in the room, including opening and closing doors should be minimal.
 - c. Avoid bringing non-essential equipment/supplies into the work area.
 - d. Ensure exhaust vents are not obstructed.

3. To empty waste bag:
 - a. Leave blowers **ON** during waste bag removal and replacement.
 - b. Lift work surface.
 - c. Reach into opening and grab loose end of bag.
 - d. Pull on bag to release "O" ring.
 - e. Allow bag to fall into refuse can and retrieve "O" ring.
 - f. With work surface supports in place reach into opening and tie bag prior to removing from unit.

4. New bag installation:
 - a. Lift work surface.
 - b. Place bag over dump funnel.
 - c. Place "O" ring on top of bag allowing loose end to protrude 2-3" beyond "O" ring.

5. Following completion of all work, allow the blowers to operate for a 2-3 minute period without activity to purge air from inside the operating area before switching unit **OFF**.

6. Turn **OFF** unit and clean/sanitize interior surfaces at the end of the day.

7. When alarm sounds, safety conditions are no longer guaranteed, and the unit should not be used until the problem is rectified. The alarm sounds when air flow is either lower or higher than the minimum/maximum set point or filters are beyond their effective use date (i.e., clogged).

V. MAINTENANCE

1. Inspect condition of unit and electrical cord/plug to ensure safe operation. Equipment determined to be unsafe will be removed from service immediately.

2. The stations have both epoxy coated steel and stainless steel surfaces. **Do not use chlorinated or halogen based cleaners** to clean stainless steel surfaces.

3. **The cleaning/decontamination of the interior surfaces should be performed daily with unit turned OFF** and after removal of all work materials by wiping with a chemical disinfectant (e.g., Sporicidin) and allowing sufficient contact time.

4. The stainless and glass surfaces are easily cleaned with a household detergent and warm water. Be careful not to spray any liquid on the prefilters. **DO NOT FLUSH MACHINERY WITH WATER** (may cause irreversible damage).

Task	Daily	Every 3 Months	When Airflow Cannot Be Maintained	When Odors are No Longer Contained
Clean Unit	✓			
Clean/Replace Prefilters		✓		
Replace HEPA filter			✓	
Sorbent Charcoal Filter				✓

5. Prefilter removal:
 - a. Before replacing prefilters, clean & disinfect work surface.
 - b. **With unit turned ON** and while wearing gloves and N-95 respirator lower prefilter frame and remove prefilter.
 - c. Reposition prefilter frame and secure in place.
6. Prefilters should be replaced every 3 months or more often with excessive particulate loading.
7. HEPA filters are replaced whenever adequate inflow air velocity cannot be maintained, by a qualified technician.
8. The sorbent charcoal filter is replaced when it no longer can contain odors.
9. Certification should be performed annually by a qualified technician and should include:
 - a. Verifying pre-filter and HEPA filter integrity
 - b. Airflow velocity
 - c. Check motor/blower function
10. Certification is documented by labeling the equipment with the date of certification and the date when certification is due.
11. The Assistant Director maintains records of equipment certification and maintenance.
12. Any additional service/maintenance on this equipment must be performed by qualified personnel and the unit re-certified in writing.

VI. TROUBLESHOOTING

1. Refer to the manufacturer's operation and maintenance manual.

VII. REFERENCES

1. Refer to the manufacturer's manual for additional information.

Approved:

Date: