

STANDARD OPERATING PROCEDURES
DIVISION OF COMPARATIVE MEDICINE
UNIVERSITY OF SOUTH FLORIDA

SOP#: 1113.2

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TITLE:	Paramount™ Filtered Enclosure
SCOPE:	Research and Animal Care Personnel
RESPONSIBILITY:	Surgical Core Manager, Professional and Administrative Staff
PURPOSE:	To Outline the Proper Procedures for Use and Maintenance of a Paramount™ Filtered Enclosure

I. PURPOSE

1. This procedure outlines the use and maintenance of the LABCONCO Paramount™ Filtered Enclosure used to reduce exposure of research and animal care personnel to potentially hazardous chemicals.

II. RESPONSIBILITY

1. It is the responsibility of the Facility Manager in conjunction with the Surgical Core Manager to ensure that equipment is appropriately cleaned, maintained in good working order, and available for research personnel as requested.
2. It is the responsibility of the veterinary professional, administrative, and managerial staff to ensure that all research and technical staff using this equipment are adequately trained and experienced in the use of the Paramount™ Filtered Enclosure.
3. It is the responsibility of the research and technical staff using this equipment to read the equipment manual to understand the operation and limitations of the enclosure.

III. EQUIPMENT APPLICATION

1. The Paramount™ Filtered Enclosure is designed to protect the operator from specified vapors and/or particulates released during chemical procedures performed within the enclosure.

IV. EQUIPMENT USE

1. Turn blower and light switch on.
2. The LCD display will read "Sensor Warm-Up". Do not use enclosure until sensor has properly warmed-up, this takes 7 minutes.
3. When unit is ready for use the LCD will display the percentage of estimated filter life that has elapsed both numerically and in bar graph form on the left, and total time of unit use on the right.

4. As the percentage of filter life used increases, the bar graph moves across the display from left to right. This bar graph can be compared to the color scale of lights located above the LCD for quick reference by the operator. Green = filter well within expected life. Yellow = filter approaching end of useful life. Red = filter needs replacement.
5. Adjust glass sash located on the front of the unit to the desired location to provide easy access to the interior. Face velocity in the upper and lower position is 80 and 100 feet per minute respectively.
6. Plan procedures to be conducted within the enclosure to minimize chemical use and exposure.
7. Refrain from practices that may create unnecessary aerosols.

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. Keep unit clean. Sash and sides may be cleaned with glass cleaner. Wipe down interior surfaces of the unit using a damp cloth. Exterior surfaces including top should be kept free of dust.
3. Monthly check filter condition (refer to equipment manual) and replace filters when chemical breakthrough is indicated by odor, time, detector tube, vapor sensor or analytical instrumentation.
4. Yearly schedule certification and routine maintenance with vendor (since actual time of hood use is so low, yearly filter checks by the vendor should cover all recommended service intervals).
5. Any additional maintenance/service should be performed by authorized personnel and unit re-certified in writing.
6. Contact USF Environmental Health and Safety at 974-4036 to determine the proper procedure for filter disposal.
7. Certification is documented by labeling the equipment with the date of certification and the date when certification is due.
8. The Surgical Core Manager maintains records of equipment certification and maintenance.

VI. TROUBLESHOOTING

1. Alarm signal will sound when either the Safety First™ Vapor Sensor indicates high chemical concentrations or when the filter time alarm is activated.
2. If alarm sounds, first check LCD display to determine the type of error message.

3. Sensor 1 and 2 Alarms indicates sensor has detected a high level of organic vapors. Call facility manager to have filter changed. (If the enclosure has been idle for an extended period of time, the sensor may alarm until sensor heads are purged of contaminants. If this occurs immediately after warm-up, turn blower off and back on to reset another warm-up cycle).
4. If alarm sounds with no error message displayed the timer has either reached the "Check Time" (indicating time to check filter condition) or "Set Filter Time" (indicating time to replace filters), in either case the facility manager should be notified to schedule service/maintenance.
5. Error Messages
 - a. Air Flow Error- indicates monitor has detected low airflow.
 - b. Sensor 1 Alarm- sensor in filter has detected a high level of organics.
 - c. Sensor 2 Alarm- sensor has detected a high level of organics in the exhaust.
 - d. Sensor Warm-Up- sensor heater is warming up.
 - e. Memory Error- memory of stored times and filter hours should be checked and reprogrammed if necessary.
6. Refer to manual for programming instructions of timers and alarms.

VII. REFERENCES

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

Approved:

Date: