

STANDARD OPERATING PROCEDURES
DIVISION OF COMPARATIVE MEDICINE
UNIVERSITY OF SOUTH FLORIDA

SOP#: 1155

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TITLE:	Tecniplast Model DS36 Bedding Disposal Station
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 15 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 unit **ON**.
 - b. Move funnel to rear of work area.
 - c. Close waste bag properly.
 - d. Open waste cupboard and pull out waste bag trolley.
 - e. Replace waste bag
4. Following completion of all work, allow the blowers to operate for at least 15 minutes without activity to purge air from inside the operating area before switching unit **OFF**.
5. Turn **OFF** unit and clean/sanitize interior surfaces at the end of the day.
6. 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 positioned behind the rear wall panel. **DO NOT FLUSH MACHINERY WITH WATER** (may cause irreversible damage).

Task	Daily	Every 2 Weeks	Every 6 Months	Yearly	8000 Hours
Clean Unit	✓				
Inspect/Clean Prefilters		✓			
Replace Prefilters			✓		
Replace Rigid Bag Prefilter				✓	
Replace HEPA 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 remove prefilters by turning prefilter panel locks and gently lowering.
 - c. Remove prefilter mesh net and clean.
 - d. Remove both G4 prefilters and clean/replace.
 - e. Reposition back panel and lock in place.

6. Prefilters can be cleaned by removing the coarse material from the prefilter mesh net (Tecniplast DS36 unit only) and gently tapping the prefilters to remove any loose debris.
7. Prefilters should be replaced every 6 months or more often with excessive particulate loading.
8. Rigid Bag prefilters (Tecniplast DS36 unit only) are replaced yearly during annual recertification.
9. HEPA filters are replaced every approximately every 8000 hours, or whenever adequate air velocity cannot be maintained, by a qualified technician.
10. 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
11. Certification is documented by labeling the equipment with the date of certification and the date when certification is due.
12. The Assistant Director maintains records of equipment certification and maintenance.
13. 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: