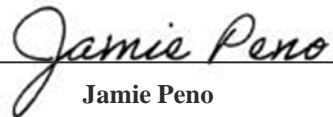
 DIVISION OF RESEARCH & INNOVATION Research Integrity & Compliance		UNT Lab Animal Facility Standard Operating Procedures	
Title: Animal Bedding Disposal Station Use and Maintenance			
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REVISION HISTORY			
Date	Section	Author	

PURPOSE

This Procedure is to describe the general use and maintenance for the Allergard Nuaire Animal Bedding Disposal Station, Model NU-607-400 (Serial No. 130734051309) housed in the UNT Lab Animal Facility.

SCOPE

It is the responsibility of LAF animal care staff and management to review and adhere to the procedures described below when using the Allergard Nuaire Animal Bedding Disposal Station in the UNT Lab Animal Facility. All users should be trained appropriately before using this equipment. For product specifications or diagrams, refer to Allergard Nuaire User Manual.

DEFINITIONS AND ABBREVIATIONS

- UNT- University of North Texas, Denton
- SOP/SOP's- Standard Operating Procedure(s)
- LAF- Laboratory Animal Facility
- AV- Attending Veterinarian

PROCEDURES

- I. General Operation of the Bedding Disposal Station
 - A. To start machine operation, move the blower switch and fluorescent cabinet light switch to the ON position.
 - B. Allow station to run unobstructed for 4 minutes to complete the warm-up cycle. LED Indicators will flash until the warm-up is complete. Following the warm-up cycle the LED should remain on without blinking.

- C. Check the Flow Gard functionality LED Indicators:
 1. The Flow Gard monitor will indicate normal functioning by illuminating green.
 2. High or low pressure will be indicated by an alarm and by illuminating red. In either case, discontinue use and mark unit with “Do Not Use”. inform LAF Management immediately. (see Troubleshoot and Repair section below)
- D. During use, keep materials at least 4 inches inside of the airfoil, working as far to the rear of the unit as possible without obstructing the rear baffle.
- E. Following use, allow unit to run unobstructed for 2-3 minutes to purge the airborne contaminants from the system effectively.
- F. When removing and replacing the refuse bag, ensure unit is continuously running.
 1. Only use approved and appropriately sized bags.
 2. Tie off bag within the unit to contain contaminants.
 3. Replace bag after each use.
- G. Turn the system off by moving the blower switch and fluorescent light switch to the OFF position.

II. Bedding Disposal Station Maintenance

- A. Before and After Use:
 1. Inspect interior surfaces and clean as needed with 70% ethanol solution or similar approved disinfectant with a soft non-linting cloth or sponge.
 2. Ensure refuse bag is placed appropriately prior to use.
 3. Inspect the O-ring and replace the refuse bag at the end of each use.
- B. Weekly Maintenance (when in use):
 1. Inspect and clean outer surfaces of the unit with an approved mild disinfectant or non-abrasive stainless steel cleaner and a soft non-linting cloth or sponge.
 2. Inspect the Pre-Filter and replace or remove debris as needed to prolong useful life of the HEPA filter
- C. Annual Maintenance:
 1. Re-certification should be performed by an authorized provider annually and at any time of service or repair and should include:
 - a) A HEPA filter replacement and leak test
 - b) An inflow velocity test
 - c) Evaluation of airflow smoke patterns
- D. As- Needed Maintenance:
 1. Certification should be performed by an authorized provider any time the unit is relocated, prior to use.
 2. The HEPA filter should be replaced when recommended by the certification technician.
 3. Replace fluorescent lamp bulb.
 4. Replace the refuse O-ring.

III. Troubleshooting and Repair

- A. Should the unit require any troubleshooting or maintenance, the LAF manager should be notified immediately and the unit should be clearly labeled “Out of Use” to ensure safety of users.
- B. For in-house troubleshooting, refer to the Nuair User Manual.
- C. Certification and repairs should only be completed by an authorized and trained service provider.
 1. Should LED lights/alarms indicate inappropriate airflow, service by a trained service provider is required prior to use.

IV. Safety

- A.** This unit should always be maintained to manufacturer standards and should have appropriate useage training and signage to ensure safety of users.
- B.** Always wear appropriate PPE during use and dispose of it properly, including:
 - 1. Long sleeved lab coat
 - 2. Gloves
 - 3. Protective eyewear
 - 4. Mask

REFERENCES

- 1. Allergard Nuair Animal Bedding Disposal User Manual

APPENDECES

N/A