# STANDARD OPERATING PROCEDURES

**DIVISION OF COMPARATIVE MEDICINE**
**UNIVERSITY OF SOUTH FLORIDA**



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| **TITLE:** | **NuAire® Small Animal Cage Changing Station** |
| **SCOPE:** | Research and Animal Care Personnel |
| **RESPONSIBILITY:** | Facility Managers, and Animal Care Staff |
| **PURPOSE:** | To Outline the Proper Procedures for Use and Maintenance of a NuAire® Small Animal Cage Changing Station |

## I. PURPOSE

1. This procedure outlines the use and maintenance of the NuAire® Small Animal Cage Changing Station that offers the benefits of vertical HEPA filtered airflow for product protection on the work surface.

## II. RESPONSIBILITY

1. It is the responsibility of the Facility Manager to ensure that all portable equipment is appropriately cleaned, maintained in good working order.

2. It is the responsibility of the Facility Manager to ensure that all animal care staff are adequately trained and experienced in the use of the NUAIRE® Small Animal Cage Changing Station.

3. It is the responsibility of the animal care staff using a NuAire Small Animal Cage Changing Station to read and understand the instruction manual and this SOP prior to equipment use.

## III. EQUIPMENT APPLICATION

1. NuAire® Small Animal Cage Changing Station offers the benefits of vertical HEPA filtered airflow for product protection on the work surface.

## IV. EQUIPMENT USE

1. Turn on station's blower and lights. Allow blower to operate for a minimum of 10 minutes before manipulations are begun in the cabinet.

2. Allow only essential items/supplies in the workstation.

3. Decontaminate cabinet's interior surface by wiping with a chemical disinfectant (e.g., Oxivir Tb or Sporicidin) prior to commencing work. **Do not use chlorinated or halogen based cleaners** unless followed by a final wipe/rinse with 70% alcohol.

4. 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.

5. Following completion of all work, allow the station a 2-3 minute period without activity to purge the unit.

6. The cleaning/decontamination of the interior surfaces should be repeated after removal of all work materials by wiping with a chemical disinfectant (e.g., Oxivir Tb or Sporicidin).

7. Turn off blowers and lights. Do not use cabinet as a depository for excess laboratory equipment during periods of non-operation.

## 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 station's interior consists of both powder coat urethane and type 304 stainless steel surfaces. Do not use chlorinated or halogen based cleaners unless followed by a final wipe/rinse with 70% alcohol.

3. The exterior surface is easily cleaned with alcohol followed with any mild household detergent.

4. The exhaust pre-filter mesh netting should be checked daily and cleaned as often as necessary, but at least weekly.

5. The supply and exhaust pre-filter(s) should be checked weekly and cleaned/changed as often as needed.

6. HEPA filters are replaced by qualified personnel when airflow velocity cannot be maintained.

7. Yearly check castors (older units have castors that screw onto base these may loosen over time and eventually snap off).

8. Certification should be performed every five (5) years by qualified personnel and should include:
    a. Verifying pre-filter and HEPA filter integrity
    b. Measuring down flow velocity
    c. Checking exhaust motor/blower function

9. Certification is documented by labeling the equipment with the date of certification and the date when certification is due.

10. The Assistant Director maintains records of equipment certification and maintenance.

11. Any additional service/maintenance on this equipment must be performed by qualified personnel and the unit re-certified in writing.

## VI. CLEANING, SANITIZATION & FILTER REPLACEMENT

1. Unit work surface and pre-filters should be **thoroughly cleaned and sanitized at least weekly.**

2. **With the fan running**, the work surface is cleaned with Oxivir Tb or Sporicidin wipes while wearing gloves, lab coat, and sleeves.

3. Lift the work surface, and wipe the sides, underside, top & bottom of stainless steel pre-filter cover, and bottom area of changing station. Use as many Oxivir Tb or Sporicidin wipes as necessary. Work surfaces that are extremely dirty can be removed to cage wash for sanitation.

4. Units may contain two black foam filters, stacked, 1 coarse and 1 fine, or a single disposable white fiber filter.

5. **Exhaust pre-filters are inspected weekly and cleaned/replaced when needed** as described below,
    a. **Turn Fan OFF**
    b. Remove everything from the area that could possibly fall into the fan blades/motor.
    c. Spritz surface of filter with Oxivir Tb or Sporicidin lightly.
    d. Remove filter from housing.
    e. Spritz underside of filter with Oxivir Tb or Sporicidin.
    f. Place filter in plastic bag and seal.
        i. Foam filters are taken to cage wash for sanitization.
        ii. Fiber filters are disposable and are discarded.

6. Replace clean/new pre-filter(s) in unit.

7. Replace cleaned work surface.

8. Weekly cleaning of the unit and pre-filter inspection is noted on the ***Room Status Sheet***.

## VII. 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:**