

**STANDARD OPERATING PROCEDURES**  
**DIVISION OF COMPARATIVE MEDICINE**  
**UNIVERSITY OF SOUTH FLORIDA**

SOP#: 1167

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<b>TITLE:</b>	<b>BioBubble Bedding Disposal Unit</b>
<b>SCOPE:</b>	Cage Wash and Animal Care Personnel
<b>RESPONSIBILITY:</b>	Facility Manager, Professional and Administrative Staff
<b>PURPOSE:</b>	To Outline the Proper Procedures for Use and Maintenance of a Bedding Disposal Unit

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**I. PURPOSE**

1. This procedure outlines the use and maintenance of bedding disposal units 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 units 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 unit's blower. Allow blower to operate for a minimum of 5 minutes before starting work. As the unit turns on, make sure the soft fabric red exhaust sock pops up.
2. For optimum particulate capture the top of the waste receptacle should be in the bottom third of the filter opening.
3. 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.
4. To empty waste bag:
    - a. Leave unit **ON**.
    - b. Close waste bag properly.
    - c. Replace waste bag
  5. Following completion of all work, visually inspect the prefilter to determine if the filter needs to be replaced. Replace the prefilter when it becomes visibly loaded (see V.2 below).
  6. BioBubble recommends leaving the **Bedding Disposal Unit running 24 hours per day to increase filtered airflow**.
    - a. Continual operation reduces allergens in the air providing better air quality conditions in the room.
    - b. Constant airflow helps to keep moisture out of the paper filter medium and maintains the integrity of the HEPA filter.

**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. To replace the prefilter, turn off unit and peel off the old filter, folding or rolling the media to the center as you go in order to retain contaminants on the filter. Discard old filter. Put new filter on and push it against the hook connection on the grate attached to the face of the HEPA.
3. **The cleaning/decontamination of the unit vinyl and frame surfaces should be performed daily with unit turned OFF** by wiping with a chemical disinfectant (e.g., Sporicidin) and allowing sufficient contact time. **DO NOT spray the electrical components WITH WATER** or solution. **DO NOT** spray any solution into the HEPA filter (may cause irreversible damage). **DO NOT** use abrasives for cleaning.

4.

Task	Daily	3-5 Years
Clean Unit	✓	
Inspect	✓	
Replace Prefilters	✓	
Replace HEPA filter		✓

5. HEPA filters are replaced approximately every 3-5 years by a qualified technician or whenever adequate air velocity cannot be maintained. The HEPA filter is marked with a factory airflow reading. A drop of 20% in the airflow reading indicates a need to replace the HEPA filter. If the exhaust sock on the unit begins to sag or droop, airflow through the filter is inadequate and the HEPA may need to be replaced.

6. 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
7. Certification is documented by labeling the equipment with the date of certification and the date when certification is due.
8. 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 manual.

## **VII. REFERENCES**

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

**Approved:**

**Date:**