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| IACUC SOP: | SOP Bedding Disposal Station Use and Maintenance |                        |
| SOP#204.00 | IACUC Approved: 07/17/2024                       | IO Approval: 7/29/2024 |

**Purpose:**

This SOP outlines safety guidelines, operating instructions, and general maintenance for the Allentown Phantom Bedding Disposal Station (BDS). It is the responsibility of the PI to follow all instructions detailed in this SOP.

**Note:** Portions of the information contained within this SOP have been taken directly from the [Allentown Phantom BDS Station](#) Operating Manual.

**1. General Information**

First ensure the personnel doing cage changes 1) are trained and 2) check the last date of service on the hood. If the date is not within the year, do not use and contact the IACUC office.

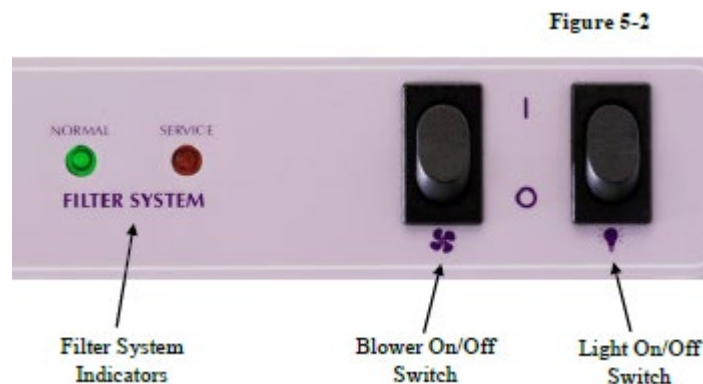
- a. Prior to use, all Phantom BDS units should be certified by a qualified certifier. Under normal operating conditions, the Phantom BDS should be recertified at least annually or when serviced. The certifier should perform the following tests:
  - HEPA Filter Leak Test
  - Average Inflow Velocity
- b. The transfer station provides animal and personnel protection by a HEPA (99.97% particle removal at 0.3 microns) filtered limited air on the work surface to assure minimal exposure to animal hair/dander. All personnel doing cage changes must wear a mask, gloves and lab coat.
- c. The Phantom BDS has a circuit breaker located on the back, upper right side of the unit. Ensure that the circuit breaker is depressed before attempting to operate the Phantom BDS
- d. The 115v Phantom BDS may come standard with a 40-gallon Trash Bin or Bag Caddy.



**2. Procedure to Start the Equipment**

a. Control Panel

The Control Panel contains the operational On/Off switches for the Blower and Light and Filter System Status Indicator Lights. The Control Panel is located on the front of the Phantom BDS, just above the sash at eye level. Components of the Control Panel are shown below in Figure 5-2:





b. Blower Unit

Turn Blower “ON” and allow unit to operate for a minimum of 10 minutes prior to start of animal cage changes.

Ensure “green indicator” light is lit. If it is not, stop and contact the IACUC office at [iacuc@tamusa.edu](mailto:iacuc@tamusa.edu).

c. Work Surface Light

Light On/Off Switch - When in the up position, the switch will allow the internal fluorescent light bulb of the Phantom BDS to come on. When in the down position, the internal light of the Phantom BDS will be off.

- d. Adjust height of station to your comfort level using the “Autolift Control” switch located under the front left corner of the work surface. Ensure nothing will block the unit’s movement when either raising or lowering the unit.

***Do not*** lift unit off the floor without the unit being lowered fully to the floor and the shipping fasteners/leg pins being properly inserted. Failure to insert the fasteners will harm the hydraulic lift system.

- e. Wipe down the station surface with an approved disinfectant.

- f. Ensure splash shield is in the lowered position before opening the cage and handling the animal.

- g. ***Do not*** cover the holes in the work surface. This will block air flow.

h. Cage dump waste.

Double bag the waste in the trash container

Dump the cages over the hole in the worksurface and scrape out any residual bedding.

Do not over fill the bag. Weight must be limited to be safely handled by one person. The bag will need to be lifted into the dumpster in the loading dock area.

**3. Procedure to shut down the equipment**

- Remove excess equipment from station’s work surface.
- Sanitize work surface with an approved disinfectant.
- Turn Blower “OFF.”
- Turn Light “OFF.”

**4. Routine Maintenance**

a. **After Each Work Session**

- Inspect the pre-filters and replace them if needed. Enter date of use and notate on the log.

b. **Weekly**

- Using appropriate disinfectant approved by IACUC, surface disinfect the inside of the Phantom, and the work surface.

**NOTE: Chlorinated sterilants or disinfectants will corrode carbon and stainless steels after extended contact.**



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- If using chlorinated disinfectants or sterilants, Phantom BDS surfaces should be cleaned with either alcohol or sterile water to remove any of the corrosive residue.
- c. **Monthly (or more often as required)**
- Using a damp cloth, clean the exterior surfaces of the Phantom BDS, particularly the front, back and top of the unit, to remove any accumulated dust. If necessary, use a mild detergent solution.
  - Replace the pre-filters as needed.
  - Ensure all weekly activities are recorded.
- d. **Annually**
- Have the Phantom BDS recertified by a qualified certification technician.
  - All monthly activities.
- e. **Every Two Years**
- Replace the fluorescent lamps.

**History:**

Version 01 - Initial Approval: 07/17/2024

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