

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

SOP#: 1167

Date Issued: 10/19

Date Revised: New

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

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**I.      BS**

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

- 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 **BgD44** **on**
  - 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

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.

#### **V. BLEEDING**

1. Refer to the manufacturer's operation manual.

#### **V. REFERENCES**

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