



Tools for Scientists[®]



AIRFILTRONIX

a division of Glas-Col, L.L.C.

Glovebox Biosafety Enclosure Assembly and Installation Instructions

Before assembly please check the contents of your packages following the enclosed instructions.

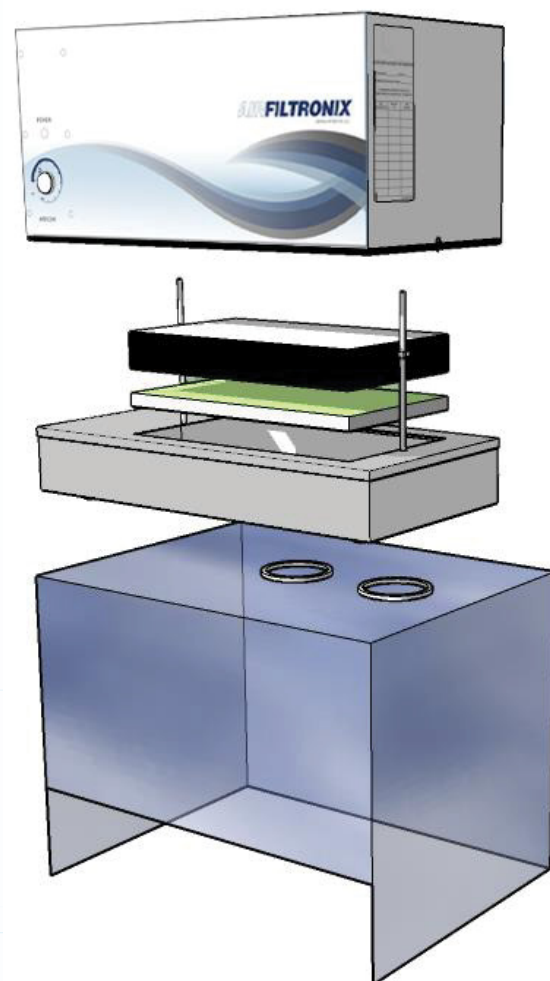
The GB-36 unit comprises:

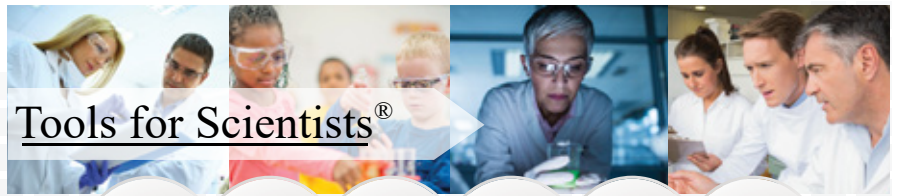
1. Combined blower unit and filter housing
2. HP-2 HEPA Filter
3. AC line cord with medical grade plug (inside blower housing)
4. 1 set neoprene gloves
5. GB-36 Biosafety Enclosure



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- 1.) **Unpack the enclosure and check for shipping damage. Place on table or portable cart approximately 32-34" high. Ensure that there is sufficient access for either side of the enclosure for insertion and removal of mail (approximately 24" on either side)**
- 2.) **Unpack the HS30003 blower unit and place on top of enclosure allowing the two 8" openings in underside of blower to sit over the two 8" collars with closed cell gaskets on top of the enclosure. On/Off motor and speed control should be facing the front of the unit. Check that the blower unit sits snugly on top of the gasket seals to avoid any possibility of leakage.**
- 3.) **Unsnap latches on either side of the blower enclosure and lift the blower unit off its base. Remove the line cord packaged inside the enclosure and loosen the wingnuts on either side of the compression bar until the bar can be lifted approximately 5 inches above the filter frame.**
- 4.) **Carefully unpack the HP-2 HEPA filter ensuring that you do not damage the pleated material visible from either side of the filter. Caution The surfaces of this filter have been thoroughly inspected prior to packing and laser D.O.P. tested for efficiency. Any damage to the pleated surface can render this filter ineffective.**
5. **Lift up the compression bar and install the HEPA filter on top of the prefilter gasketed side down ensuring that it sits squarely over the top of the prefilter.**
6. **Tighten down both sides of the compression bar evenly with the wingnuts until the bar bends upward approximately 1/4 inch in the middle.**





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7. Re-install the motor housing on top of the filter mounting base and retighten latches on either side of the enclosure.
8. Attach the power cord to the input connector on the left side of the motor housing and connect to any suitable 120V outlet (240V model is available to special order).
9. After visual examination for holes or cuts, attach the long pair of gloves to the ports on the front of the enclosure using the 8" hose clamps provided. Ensure correct installation of left and right gloves with thumbs uppermost. Roll the cuffs of both gloves back until they fit tightly over the collar and attach the clamps. Do not over-tighten the clamps as damage may occur to the collars on the front panel.
10. The left and right-side access door handles have been removed for shipping. Attach the handles using a Phillips screwdriver using the provided screws.

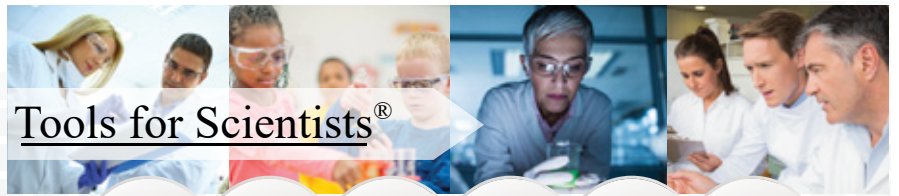
Mail Handling Procedures

When handling suspected mail use the 14" neoprene gloves provided and place inside the enclosure through the doors on the left or right side. Keep doors closed after installing or removing mail. The blower system should be left running at all times to ensure no material can escape without passing through the HEPA filtration system. When opening suspicious mail in the glovebox always use the neoprene gloves attached to the front of the enclosure and inspect the gloves regularly for any cuts or tears. If found, discard immediately and replace with new ones. Use all precautions to prevent sharp objects from puncturing the gloves and use safety letter openers to open regular mail.

In the event that any suspicious materials are found:

1. Do not remove any materials from the enclosure.
2. Do not turn off the blower.
3. Remove hands from glovebox and wash immediately.
4. Follow CDC protocol to report suspected bioterrorist incident.

Filter Replacement: If filters are suspected of being contaminated do not attempt replacement. Contact a licensed decontamination specialist or follow standard protocol for toxic materials.



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Use gloves and tight fitting HEPA filtered face mask when replacing a HEPA or prefilter that is not suspected of being contaminated. Do not touch the surfaces of the filter. Double bag the filter and dispose of as regular waste.

Cabinet Cleaning Unless contaminated the surfaces of the enclosure can be cleaned with a solution of mild soapy water.

The following information has been provided by the United States Postal Service and Center for Disease Control

What should make me suspect a piece of mail?

- It's unexpected or from someone you don't know.
- It's addressed to someone no longer at your address.
- It's handwritten and has no return address or bears one that you can't confirm is legitimate.
- It lopsided or lumpy in appearance.
- It's sealed with excessive amounts of tape.
- It's marked with restrictive endorsements such as "Personal" or "Confidential".
- It has excessive postage.

What should I do with a suspicious piece of mail?

- Don't handle a letter or package that you suspect is contaminated.
- Don't shake it, bump it, or sniff it.
- Wash your hands thoroughly with soap and water.
- Notify local law enforcement authorities.



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Regular Maintenance

Under normal use the blower unit, which has a sealed bearing, should provide many years of uninterrupted use. There are no user serviceable parts in the blower unit housing. The prefilter should be removed and checked every 3-4 months and replaced or cleaned when necessary.

The HEPA filter should be checked for performance and replaced on a one- or two-year basis depending on its flow rate.

Safety Procedures

There is a risk that internal parts of model HS-30003 blower unit may be contaminated with whatever substance the filter is intended to remove. Extreme caution is urged before opening blower housing for servicing. If dangerous dust particles have been introduced into the hood, every precaution should be taken before opening up blower/filter housing. In the case of ASBESTOS, ACTINOLITE and other toxic dust, half mask respirators and impermeable gloves should be worn to protect against any possible toxic dust which may become airborne.

Used filters should be placed in impermeable bags for disposal in accordance with local regulations.

Limited Warranty:

See the current Glas-Col warranty policy located under the General Sales Policy on the Glas-Col website at www.glascol.com

Returns:

For returns, please refer to our Sales Policy on the Glas-Col website at www.glascol.com