1. PURPOSE

1.1 To properly operate the ventilated cage rack in the Animal Facility.

2. RESPONSIBILITY

2.1 Animal care staff.

3. MATERIALS

3.1 Pre-filters
3.2 HEPA filters
3.3 Batteries, 12V.

4. PROCEDURES

4.1 Verify standard run mode at 30 AC/H (30 air changes per hour) and magnehelic gauge.
4.2 Verify status of filters.
   - **Green**: Allowable range.
   - **Yellow**: Critical levels reached. Change filter immediately
   - **Red**: Warning alarm
4.3 Record time, minimum and maximum room temperatures and cage count every Friday.
4.4 Check cages daily for sufficient food and sterile tap water.
4.5 Clean cages every 5-10 days (as required). Assemble the following items in a clean bench cabinet: cages with bedding and enrichment, wire tops, lids, sterile water, bottles, stoppers and food.
4.6 Group cages by Principal Investigator. Note that the numbers on the rack should NOT be used to identify the cages, as these will change depending on the total number of cages used per investigator.
4.7 To ensure that the cages are properly ventilated, dock cages with ventilation opening facing the air supply portals.
4.8 Weekly maintenance: Pre-filter – Monitor weekly. (Material should be 1 inch thick with resistance of 90-95%). Change as necessary.
4.9 Weekly maintenance: Supply HEPA filter – Monitor weekly. Life expectancy depends on air quality and the pre-filters. Change if any damage to filter is noted or excessive material has accumulated on the face of the filter.
4.10 Weekly maintenance: Exhaust HEPA filter – Visually inspect when pre-filter is changed. Change when excessive material has accumulated on the surface of the filter.
4.11 Weekly maintenance: Battery back up and alarm systems – Verify weekly by manually disconnecting Flex-Air system from electrical supply source.
4.12 Maintenance every 3 months: Grease casters every 3 months.
4.13 Maintenance cycle: Annually
4.14 Certification cycle: Annually.
4.15 Replace batteries every 3 years.

**Troubleshooting Alarms:** **Green** LED light indicates normal operation. Verify by reading the magnehelic gauge. If any problems exist, check power at source, proper connection, fan or control component, or fuse. For further details, check *Instruction Manual*, page 18.

5. RELATED SOPs

None