



TITLE: CINJ – Operation and Maintenance of Rack Washer and Garb-el.

SOP Category: Facilities	RUAC SOP #: 2.13	Page: 1 of 5
Effective Date: 11/11/2021	Approval:	
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SCOPE:

This SOP applies to all Animal Care Staff (ACS), ACS Supervisors (ACSS), Veterinary Staff (VS), and Research Staff members (RS) at the Rutgers University facilities.

This SOP covers the operation of the following CINJ cage wash equipment:

- Rack Washer
- Garb-el

OBJECTIVE:

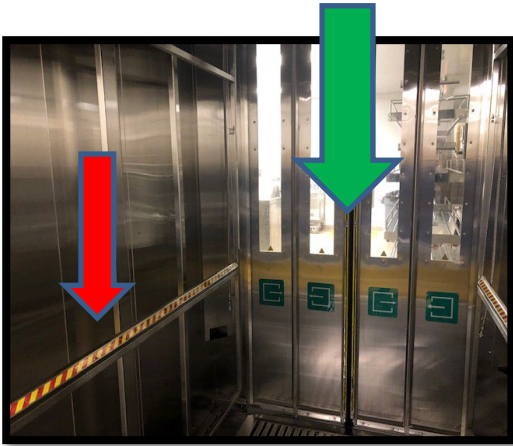
The objective is to establish the procedures for operation of the cage wash equipment at Cancer Institute of New Jersey (CINJ).

PROCEDURES:

Rack Washer - CHI Rack washer is Basil 9500. The rack washer is primarily used for washing racks, carts and larger items. The rack washer can also be used for washing rodent caging shoebox bottoms, wire bars, microisolator (MI) tops, and water bottles by using a special rack made for washing those items in the rack washer. The rack washer is a contained washer that has a mechanical arm that moves over the items being washed. Each cycle washes with a pre-rinse, wash, final rinse and drying.

Do not operate the rack cage washer until you have received training in the operation of the washer, and the safety features specific to the machine. Training covers:

1. How to exit the machine should you be accidentally trapped inside

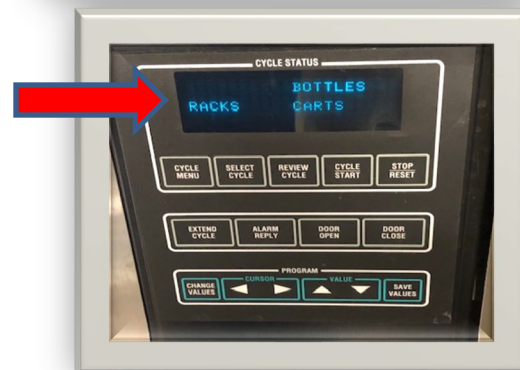


2. Use of emergency shut off safety devices for the machine. Training will be conducted and documented by the manager or supervisor.



Starting Rack Washer

- On dirty side open control panel and turn power on.
- Green light will indicate rack washer is on and ready to be loaded.
- Press "**open door**" button. Doors will slide open.
- Push/roll/place item to be washed in rack washer.
- Press "**door close**" button. Door will slide shut.
- Press "**select cycle**" button and choose from the cycle options.
 - Rodent – for shoe box cages
 - Bottle Wash –for water bottles
 - Carts – for carts
 - Descale to clean machine



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- Press “**cycle start**” – Green light will turn red while cycle is on.
- Once cycle is complete light will turn green.
- On clean side press “door open” button and remove item(s) from rack washer.
 - Start procedure from top until all items are washed.



To maximize washing, a center manifold can be placed in the rack washer. The manifold has two rotating sprayer arms. When this piece is in place it allows for two racks to be washed providing water to be dispersed in-between the racks.

Installing Manifold

- The manifold is on wheels and is rolled into the rack washer.
- Release the locking pin and lift the manifold off the wheel. Place the manifold over the center hole and drop into the center pipe.
- Attached to the manifold is a locking handle that is moved upward and connected to the ceiling of the rack washer.

Removing Manifold

- To remove manifold, reverse the order and unlock the locking handle from the ceiling.
- Lift the manifold off the center pipe
- Replace the manifold onto the cart locking it back on with the pin and wheel it from the machine.

When the tunnel washer is not usable the rack washer can be used for washing smaller items like water bottles, shoe box cages, MI tops, wire bars and misc items. This can be accomplished by using additional equipment- the bottle washing cart and rodent cage rack.

Bottle washing cart - Using Bottle washing cart

- Load bottle washing cart
- Place bottle washing cart in the center pipe of rack washer.
- Close rack washer door and start cycle.

Rodent cage rack

- Load rodent cage rack.
- Wheel rack into rack washer.
- Close door and start cycle.

Shutting Off Rack Washer

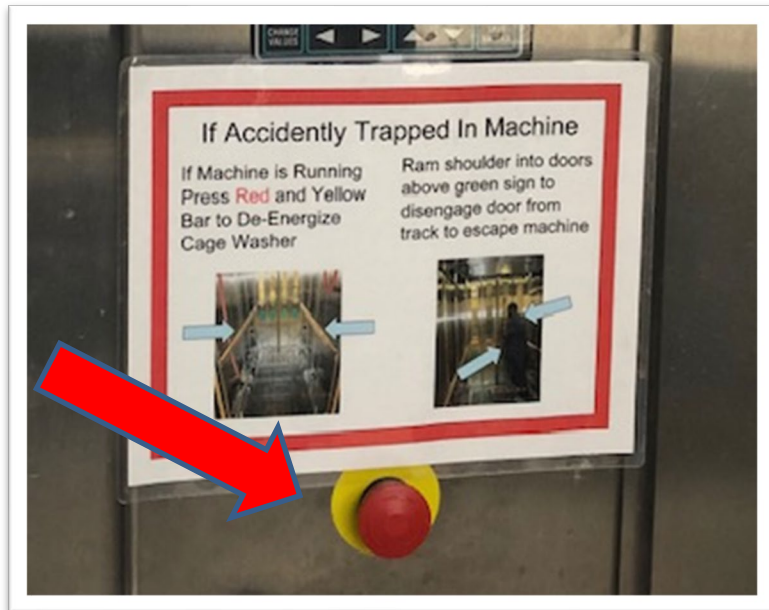
- Rack washer automatically empties at 7:00 pm.
- Hose down inside of rack washer.

Maintenance of Rack Washer

- RV Industries performs preventative maintenance (PM) on the rack washers.
- Repairs are scheduled and coordinated with RV Industries through the RUAC supervisors, manager and the Assistant Director of Operations.

Emergency stops

There is an emergency Stop push-button (red) that will stop the Rack washer if necessary.



Garb-el Unit – CINJ's Garb-el is a TBJ MODEL VB-400 Downdraft dump station waste disposal system. This unit allows the animal bedding waste to be moved out of the vivarium via the waste water system. The Garb-el is designed to handle the elimination of soil bedding, shaving, cellulose compounds and paper board from cages.

- The Garb-el unit is a pre-wired and pre-plumbed free standing disposal unit.
- The unit consist of machine mounted controls with magnetic starter box, "ON "– "OFF" switch, solenoid valve, time delay relay control, flow interlock valve and plumbing with fittings to connect to fresh water supply, stainless steel top, water hose and hose clamps, adjustable legs, fixed hammer mill pulverizer, worm screw, stainless steel feed hopper and baked enamel finish cabinet.
- A piped line connects the unit to the waste water line to handle the discharge from the garble unit.
- Fresh water is supplied at all times when the Garb-el is on.

Operation

- Turn the unit on using the toggle switch on the front of the Garb-el.
 - The machine can be started or stopped under load.
 - The operator can either start the unit before depositing waste (hopper empty) or after the hopper has been filled.
 - Do not cram or pack the waste into the hopper.

Cleaning Instructions

- After each day's use, run the Garb-el for several minutes until both the hopper and grinding chamber are clear of waste material. This procedure will flush out the sewer line.
- Wash down the inside of the hopper with hose.
- To kill bacteria disinfectants may be used that are not injurious to metal.