Standard Operating Procedure for:

ACB-4A1 Clean Bench

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Contents

1. Purpose

The purpose of this SOP is to regulate the operation, usage and maintenance of ACB-4A1 Clean Bench.

2. Scope

This SOP applies to all personnel using and managing ACB-4A1 Clean Bench.

3. Procedure
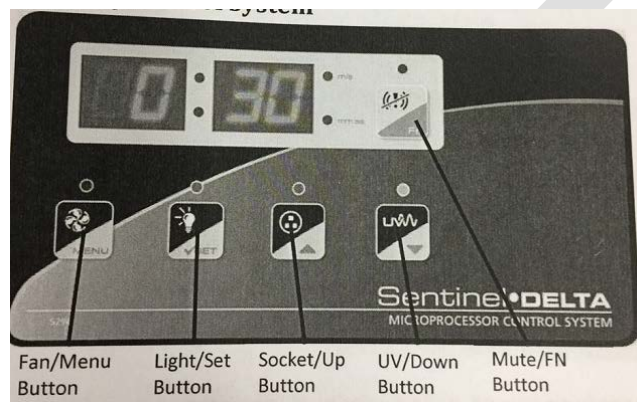
3.1 UV light decontamination

Fig.1 Operation panel

- Use UV light to decontamination before or after working in the clean bench.
- Minimize the material inside the clean bench's work area during the process of UV light decontamination.
- Make sure the clean bench is fully closed before acting the UV lamp (press the UV button).

3.2 Pre purge

- Open the front cover a little and press the Fan button. Then it starts to pre purge. The user can have full access to the clean bench only after the pre purge.

3.3 Press Light button to turn on the light inside and the Socket button to enable the power inside.

3.4 Experiment in the clean bench.

3.5 Turn off the socket and light.

3.6 Turn off the fan.

3.7 Turn off the window.

3.8 UV light decontamination.

3.9 Cleaning the clean bench

- Clean the work surface and walls with appropriate disinfectant agent and soap water after use.
- Use a damp cloth to clean the exterior surface of the clean bench, particularly on the front and top in order to remove dust that accumulated there.
- Use clean water to finish the cleaning and wash away any residual of disinfectant agent, soap water and glass cleaner.

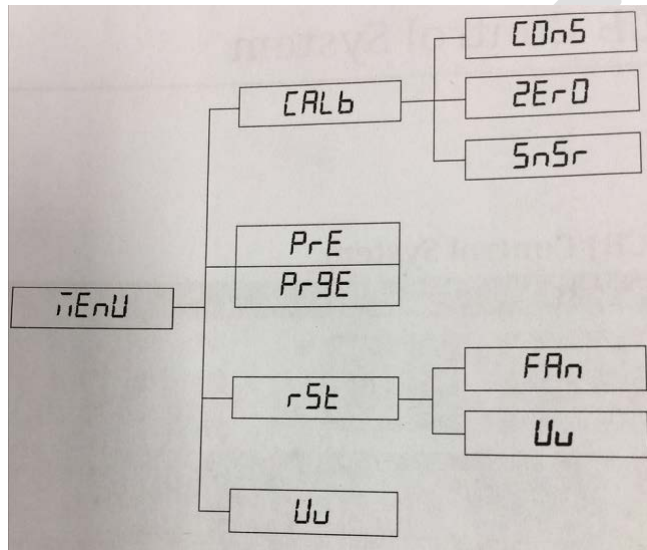**4. Parameters setting**

4.1 How to do the parameters setting

Fig.2 Menu option

- Press Mute/ Fn and Fan/ Menu button concurrently to enter the menu option (the second column in the picture).
- Press Up button or Down button and it will move in the same level (the same column in the picture).
- Press Set button it will set the value if no subordinate level; press Up or Down to change the value and then press Set to finally set it.
- Press Set button it will enter the subordinate level if it has (from the second column to the third column).
- Press Menu button to move back to the upper level (from the third column to the second column).
- Press Mute/ Fn and Fan/ Menu button concurrently to exit menu mode.

4.2 The function of different menu options:

- CALB: calibration
  CONS: set temperature constant
  ZERO: zero airflow sensor
  SNSR: Calibrate airflow sensor

- PRE PRGE: set pre purge time. By default, pre purge timer is set to 3 minutes, and can be set between 0 to 15 minutes.
- RST: reset fan hour meter or UV hour meter, it will be reset back to 0 by choosing FAN or UV. It need be reset when install new fan or UV.
- UV: set the UV timer to switch off the UV light automatically after a fixed period. By default UVt timer is set to 0, and UV must be manually switched off after switching on. It can be set between 0 to 99 minutes.

Document information:

Document No:	SOP-Clean bench-01	Version No:	1.0
Drafted/ modified by:	Yili Cheng	Effective date:	
Comments:			