

Precaution and Handling Instructions for Replacement of Potentially Contaminated Filters.

Step by step guide for safe filter changes.

The Covid19 health crisis has not changed our stance on best practice for changing out dust-loaded filters which have and will always carry the risk that they are contaminated with harmful pathogens. **We can advise you on how to change your filters out as safely as possible** from simply following our step by step guide through to the design and installation of a BIBA system.

Step #1

Handle new set of filters with care and inspect for damage.

- ✓ Move in the new filters (still wrapped with a plastic bag) to the vicinity where you are going to carry out the filter replacement.
- ✓ Visually inspect the new filters for any defects (replace if any) without removing the plastic bag.

Step #2

Shutdown the HVAC system.

- ✓ Before replacing the contaminated filters, the airflow through the filtration system must be stopped by shutting down the HVAC system.
- ✓ Close upstream and downstream dampers (if equipped).
- ✓ AAF recommends that personal protective equipment (PPE) such as gloves, clear safety goggles, and respirators to be worn when changing filters.
- ✓ Ensure you have a trash bag with suitable fasteners ready to dispose the used filter/s.
- ✓ Consult your appropriate health and safety professionals or in-house safety officer before beginning the filter change-out to assure all proper procedures are followed accordingly.

Step #3

Removal of the contaminated filters.

- ✓ With respect to the pressure balance in room make sure that the HVAC System is turned off before filter housing doors are opened.
- ✓ Wipe down the access door before opening the access door of the filter housing.
- ✓ Remove the filters carefully from the filter housing to avoid exposing the service personnel and local environment from contaminants.
- ✓ Put the used filter immediately into the pre-prepared trash bag after removing it from the filtration housing and seal off the trash bag before moving on to remove the next stage used filter.

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Step #4

Dispose the contaminated filters.

- ✓ Double check that all used filters are safely stored and sealed in the leak-free trash bags.
- ✓ Move out all the used filters and dispose them as is usual before installing the new filters.

Step #5

Decontamination of the filtration housing & access door.

- ✓ Carry out decontamination of the filtration housing only using distilled water or in-house standard cleaning solution to prevent any contamination.
- ✓ Visually inspect for any debris stuck inside the filtration housing (remove if any).
- ✓ Decontamination of the access door to be carried out (if applicable).

Step #6

Installation of new filters.

- ✓ After only the first pass, our recommended solution for maximum efficiency and building safety delivers an ePM1 efficiency higher than 99.5% on ePM1 particles.
- ✓ Install the new filter and carefully remove the plastic bag from the filter. Ensure the area is clear of any obstacles which may damage the filter throughout the installation process.
- ✓ Lift the filter carefully by the frame and not by the media. Ensure the filter is not exposed to contamination.
- ✓ Look at the arrow indicator on the filter closely and install the new filters by aligning the arrows on the filters to be in the same direction with the air flow within the system.
- ✓ Install the new filter into the filtration housing accordingly to each respective individual stages.
- ✓ Tighten the locking mechanism of the filter to secure the filter in place and prevent any leakages.

Step #7

Seal back the filtration housing.

- ✓ Replace the housing access door carefully and tighten the housing locking mechanism to ensure the door is fully sealed.
- ✓ The filtration system is now ready for operation. Open upstream and downstream dampers (if equipped).

Step #8

Turn on the HVAC system.

- ✓ Turn on the HVAC system only after dampers are open and filtration housing doors are closed.