



GUS[®]

Model G17

*Disinfection Soak Station
for Hysteroscopes, Cystoscopes
and ENT scopes*

Operator's Manual



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Labels and Symbols

The meanings of the labels and symbols that appear on the packaging and/or the system are as follows:



Dangerous electrical voltage



Hazardous area



Protective Grounding

Environmental Conditions

- For indoor use only.
- Altitude up to 2,000 meters.
- Temperature range: 5°C to 40°C.
- Maximum relative humidity: 80% for temperatures up to 31°C, decreasing linearly to 50% relative humidity at 40°C.
- Main supply voltage fluctuations not to exceed +/- 10% of the nominal voltage.
- Insulation over voltage category II.
- Pollution degree 2.

Supply Ratings

G17: AC 110V-120V 0.5A – 2.0A 50/60 Hz
Fuse: 1.0 amp externally mounted

Important Information – Please Read Before Use

Intended Use

The GUS Disinfection Soak Station allows soaking of flexible and rigid hysteroscopes, cystoscopes, ENT scopes and other heat sensitive devices in high-level disinfection solution. The system's blower and carbon filter system removes fumes from high-level disinfection solutions while the devices are being soaked.

Do not use the system for any purpose other than its intended use.

Instruction Manual

This instruction manual contains essential information about using the GUS system safely and effectively. Before use, thoroughly review this manual and the manuals of all equipment that will be used during the procedure. Use all equipment as instructed.

Keep this and all related instruction manuals in a safe, accessible location.

If you have any questions or comments regarding any information in this instruction manual, please contact CIVCO Medical Solutions.

Repair and Modification

This system contains no user-serviceable parts. Do not modify or attempt to repair it; contact CIVCO Medical Solutions to purchase replacement filters and parts. Equipment damage can result from user attempts to repair or modify system components.

Before attempting to perform routine maintenance on the system, thoroughly review and understand this manual for complete familiarization with the system and its operation.

Signal Words

The following signal words are used throughout this manual:

<u>WARNING</u>	Indicates a potentially hazardous situation which, if not avoided, could result in death or serious injury.
<u>CAUTION</u>	Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury. It may also be used to alert against unsafe practices or potential equipment damage.
NOTE	Indicates additional helpful information.

Precautions

- Refer to scope manufacturer's reprocessing instructions.
- If the system is used in a manner not specified in this instruction manual, the protection it provides may be reduced.
- Allow the system to be operated only by those individuals trained in its proper use.
- The system is designed for indoor use only.
- All scopes and instruments must be manually pre-cleaned prior to being placed in the system. Consult the scope manufacturer's instructions for proper cleaning procedures.
- Patient debris and disinfectants are hazardous. Wear personal protective equipment to guard against dangerous chemicals and potentially infectious material. During cleaning and disinfection, wear appropriate personal protective equipment such as eye wear, face mask, moisture-resistant clothing and chemical-resistant gloves that fit properly and are long enough so that your skin is not exposed. Always remove contaminated personal protective equipment before leaving the reprocessing area.
- We strongly recommend the use of a neutralizing agent when disposing of used glutaraldehyde or OPA. Many municipalities require that glutaraldehyde or OPA be neutralized prior to disposal into a sewer system. Consult your local regulations and guidelines. **Glute Out**® neutralizer is available from CIVCO Medical Solutions.
- Strictly follow the disinfectant manufacturer's labeling, or the reuse life could be significantly affected. Do not use disinfectants beyond the time period specified on the manufacturer's label. Disinfectants may lose efficacy prior to the end of the reuse life. You should test the efficacy of the disinfectant at least daily.
- The system's carbon filter must be replaced every six months.
- Disconnect the system's power before removing the filter cover plate.
- Do not replace the system's filter unless all disinfectant has been removed from the system.
- For additional technical assistance, call CIVCO Medical Solutions at 1-800-445-6741.

Disinfectant Solution

In the United States, agents used to achieve high-level disinfection are defined as liquid chemical germicides (LCG) registered with the Food and Drug Administration (FDA) as "sterilants/disinfectants" which are used according to the time, temperature and dilution recommended by the disinfectant manufacturer for achieving high-level disinfection. These conditions usually coincide with those recommended by the disinfectant manufacturer for 100% kill of *Mycobacterium tuberculosis*.

Contact your scope's manufacturer for the names of specific brands of sterilant/disinfectants that have been tested for compatibility with the scope being disinfected.

If the disinfectant solution is reused, check its potency daily using a test strip or kit recommended by the disinfectant's manufacturer. Do not use solutions beyond their expiration date.

Rinse Water

Once removed from the initial rinse tray, the scope must be thoroughly rinsed with water to remove any disinfectant residue. Refer to your scope's manufacturer instruction manual regarding the use of sterile water.

Functions

General Information

The GUS Disinfection Soak Station eliminates fumes from high-level disinfectants by capturing them at their source, and contains splashes and spills. The system's blower unit pulls fumes into a patented carbon filter, where they are adsorbed. Clean air is returned to the room through the side outlets.

The GUS Disinfection Soak Station is designed to remove fumes from:

- Glutaraldehyde
- *ortho*-Phthalaldehyde (OPA)
- Hydrogen Peroxide

Optional filters are available for Peracetic Acid or Formaldehyde

Warning

Failure to properly follow the instructions in this manual may result in damage to the system and/or scopes.

Front and Side Panels

Front Panel (see Figure 1)

NOTE: The switches are located in the upper left corner of the unit.

- Power switch – the switch is illuminated when the system is **ON**.
- Fan speed switch – High and Low speeds. The switch is illuminated when the fan is operating at **HIGH** speed.
- Always switch to the high-speed setting before opening the acrylic door. Switch back to low speed after closing the door.

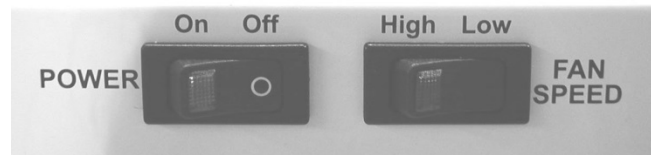


Figure 1

Side Panel (see Figure 2)

- Power cord – Connect to a hospital-grade wall mains outlet with GFCI protection.
- Fuse – Type FSF 5 x 20 mm, 1 amp, 250VAC.
- Return vent – Filtered air is returned to the room through this vent and one on the right side of the system.
- Ratings Plate – The model name, electrical information and serial number are shown.

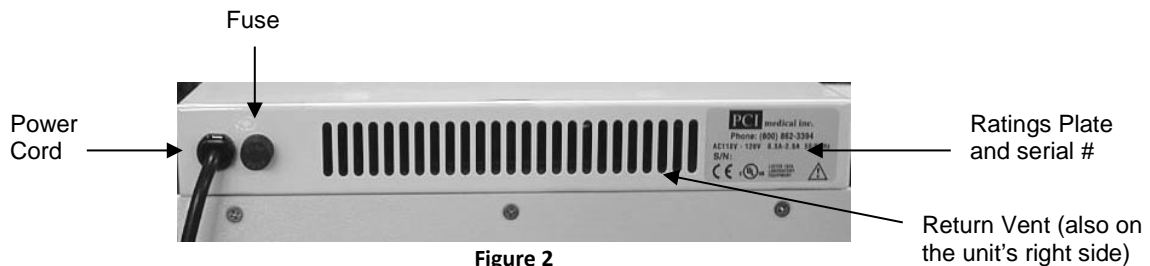


Figure 2



Specifications

Airflow:

Avg. Face Velocity (FPM)45

Electrical:

Voltage 110V 50/60 Hz 1.0A

Filters:

Carbon filter.....activated carbon

Fan/Blower: twin backward curved blowers

Construction:

Soak Station powder coated carbon steel

Doors acrylic

Enclosure ABS

Dimensions:

Outside – G17 19”W x 24.4”D x 24.5”H

Weight (Lbs.):47

Installation and Setup

Upon Delivery

Match all items in the package with those listed below. Inspect each item for damage. Fill both trays with water and check for leakage. If any components are damaged or missing, or if you have any questions, call CIVCO Medical Solutions at 1-800-445-6741. Do not use the system.

- GUS Model G17 Disinfection Soak Station
- Two trays
- One lid for the soaking tray
- Phillips screwdriver (needed when changing the filter)
- Stand-alone disposal system
- **Glute Out** Caddy
- Instruction Manual
- One filter installed in unit.

Installation

CAUTION **When installing the system beneath an upper cabinet, there must be a minimum of one-half (½") inch clearance between the top of the system and the bottom of the cabinet.**

There must be a minimum of two (2") inches clearance between both sides of the system and walls or cabinets, to allow proper air flow out of the system.

1. Place the system securely on a flat, level surface.
2. Open the acrylic door and place two trays in the system.
3. Remove protective film from acrylic door.
4. Plug the power cord securely in a hospital-grade wall mains outlet.
5. Your system has two fans. On low speed, one fan is running. On high speed, two fans are running. Both fans will run at the same rpm, therefore you will NOT hear a difference between the low and high-speed fan settings. If you place your hands on the vents located on each side of the system, you will feel more air when on the high-speed setting.

Filling the Soak Tray

CAUTION **Make sure to turn the system ON and set the fan speed to HIGH SPEED before pouring high-level disinfectant into the soak tray.**

CAUTION **Always leave the system running when high-level disinfectant is in the soak tray.**

CAUTION **Keep the soak tray lid to the side of the tray but inside the hood when not using.**

CAUTION **Keep the soak tray covered as often as possible, to minimize evaporation of the disinfectant.**

Change the rinse water at least once per day.

1. Turn ON the power switch. Confirm that the light in the power switch goes on.
2. Set the fan speed switch to HIGH. Please note that you will NOT hear a difference between the low and high-speed fan settings, as the two fans are running at the same rpm.
3. **One tray is for high-level disinfectant and the other is for clean rinse water. The rinse tray must be inside the system with the soak tray.**
4. Remove the lid off the high-level disinfectant tray and set aside inside of soak station.
5. Prior to pouring the high-level disinfectant, read carefully and follow all label instructions.
6. Activation of the high-level disinfectant (if required) should be done inside the unit with the system turned ON. Once activated, pour the solution into the soak tray.
7. Place the lid on soak tray.
8. The rinse tray is used for initial rinsing of instruments prior to removal from the system.

9. Place the second tray inside the system and fill with clean rinse water. Refer to your scope's instruction manual regarding the use of sterile rinse water.
10. Close the acrylic door and set the fan speed to LOW.

Operation

Placing Scopes into the GUS System

CAUTION Refer to your scope's instruction manual regarding proper pre-cleaning, leakage testing and manual cleaning prior to placing inside the GUS system.

Wear appropriate personal protective equipment when working with high-level disinfectants.

Prior to placing an endoscope into the system, it must be thoroughly pre-cleaned, leakage tested, and manually cleaned as described in your scope's instruction manual.

If you are soaking multiple scopes or rigid scopes, remove the molded tray insert and use the soak tray.

Place the Endoscope into the Soak Tray

1. Set the fan speed to HIGH. You will NOT hear a difference in fan speed.
2. Remove the lid from the soak tray and insert and immerse the endoscope in the disinfectant.
3. Confirm that the entire endoscope is immersed in the high-level disinfectant. Add disinfectant as needed.
4. Refer to your scope's instruction manual regarding proper reprocessing of your particular scope.
5. Place the cover on the soak tray and shut the acrylic door.
6. Set the fan speed to LOW and soak the endoscope for the time recommended by the high-level disinfectant manufacturer.

Removing and Rinsing Scopes

1. Set the fan speed to HIGH. You will NOT hear a difference in fan speed.
2. Open the acrylic door.
3. Lift the scope up, gently shake off the excess disinfectant and transfer the scope to the rinse tray.
4. Follow your scope's instruction manual regarding the proper flushing and rinsing of your scope.
5. When finished, shut the acrylic door.
6. Switch the fan speed to LOW.

CAUTION The system must be running at all times when high-level disinfectant is in the soak tray.

System Maintenance

CAUTION Always thoroughly rinse and clean all trays in which disinfectant is held.

Disposing of Used High-Level Disinfectant

Disposing of used high-level disinfectants places the employee at a high level of risk of exposure to vapors and fumes. Trays can be dropped while transferring to the sink. The physical act of tipping and pouring the tray into the sink creates the highest levels of off gassing. There is also an increased potential for splashes and spills.

Neutralizer

CIVCO Medical Solutions recommends the use of a deactivating agent when disposing of used high-level disinfectants. This eliminates the danger of fumes, splashes and spills. **Glute Out** glycine based neutralizer (part # **610-1045**) from CIVCO Medical Solutions comes in a convenient single dosage bottle. Please see insert with the sample for more information.

With the unit running, open the bottle of neutralizer and slowly pour the contents into the tray of high-level disinfectant. After five minutes the disinfectant is deactivated and it is then safe to dispose of down the sink/drain. This should be done with the cold water running.

IMPORTANT: Thoroughly clean and rinse out the tray. With the unit turned on, put the clean soak tray back into place and refill it with fresh high-level disinfectant.

To order **Glute-Out**® call CIVCO Medical Solutions at 1-800-445-6741.

Changing the Filter

GUS® has a patented filter that, in normal everyday use, will have a six-month life. Call CIVCO Medical Solutions at 1-800-445-6741 to purchase additional filters.

1. Turn the main power switch OFF and disconnect the power cord from the electrical outlet. For clarity the following pictures have been taken with the door assembly removed.
2. With the Phillips screwdriver provided, loosen the captive nuts by turning them counterclockwise. Remove the filter plate cover (see Figure 3) by pulling the plate down and towards you.



Figure 3

3. Slide out the filter using the 2 pull tabs (not shown in this photo) located on either side of the filter (see Figure 4).



Figure 4

4. Put the used filter into a plastic bag and dispose of it with other non-hazardous waste.
5. Insert the new filter into the system with arrows pointing up.
6. Line up the two tabs on the filter plate cover (Figure 5) with the bottom of the filter plate and push up and in. Tighten the captive nuts with the Phillips screwdriver.

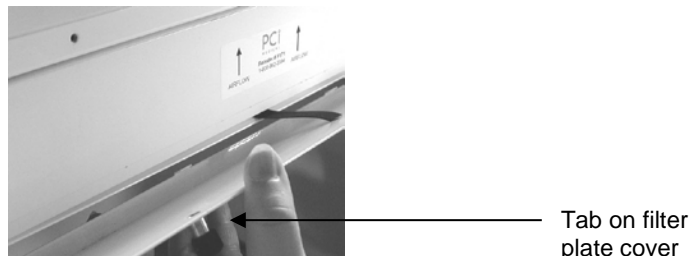


Figure 5

Cleaning the System

Acrylic doors: Use only an all-purpose glass cleaner. **Do not** use solvents on the acrylic.

ABS Plastic: Use mild detergent solution such as dish washing liquid and water. Hard to clean spots may be cleaned with a mild solvent if extra care is taken.

Trays: Use mild detergent solution such as dish washing liquid and water.

Troubleshooting Guide

If the GUS system is not running check the following:

1. Ensure that the unit is plugged into a live wall outlet, and GFCI has not been tripped.
2. Make sure the On/Off switch is on. The switch should be illuminated when on.
3. In the event that the system is still not working, you will need to check the fuse, which is located next to the On/Off switch.
4. Disconnect the plug from wall outlet and remove the fuse. Check to see if the filament is damaged. If so, replace with a standard 1-amp fuse.
5. If the system is still not working, call CIVCO Medical Solutions at 1-800-445-6741.

If you can still smell fumes from your high-level disinfectant while using the GUS system, check the following:

1. Both the soak and rinse trays are inside the fume hood. The rinse tray contains clean rinse water, which is being changed at least daily.
2. The system is being left on at all times while disinfectant is in the soak tray.
3. The lid is placed on the soak tray when not in use and during the soaking cycle.
4. Fresh disinfectant is being activated (if necessary) and poured into your soak tray while **INSIDE** the system, with it running on high speed.
5. Disinfectant is being neutralized **INSIDE** the system prior to disposal.
6. Filters have been changed as recommended (every six months with daily use).
7. Spills outside of the system are immediately neutralized and cleaned up.
8. No other disinfectants are being used in the room, including inside an Automated Reprocessing System.
9. All personnel using the system have been fully trained on its use.
10. Verify that the system switches to the high speed setting by placing your hands on the two vents located on the sides of the unit. You should feel more air when on the high-speed setting.

Limited Warranty

CIVCO Medical Solutions warrants the GUS Disinfection Soak Station to be free of defects in materials and workmanship under normal use, for a period of one year from the date of delivery. This warranty does not include filters, acrylic, or disposal pump unless it can be determined that failure is due to defects in material or workmanship.

If the system is not working correctly or is defective, contact CIVCO Medical Solutions, and we will repair or replace the unit at our option during the warranty period.

CIVCO Medical Solutions assumes no liability for consequential damages of any kind as a result of the use or misuse of the system by the purchaser, the purchaser's employees, or any others.

THIS WARRANTY IS EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES, GUARANTEES, OBLIGATIONS OR OTHER LIABILITIES EXPRESSED OR IMPLIED, AND THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THE DESCRIPTION ON THE FACE HEREOF. WARRANTIES OF MERCHANTABILITY AND OF FITNESS FOR A PARTICULAR PURPOSE ARISING FROM A COURSE OF DEALING OR USAGE ARE SPECIFICALLY EXCLUDED.

This warranty does not cover conditions and damages resulting from any of the following:

- Improper installation, delivery within the facility, or maintenance.
- Any repair, modification, alteration or adjustment not authorized by the manufacturer.
- Misuse, abuse, accidents or unreasonable use.
- Incorrect electric current, voltage or supply.
- Failure to follow proper procedures for use outlined in this manual.
- Consequential or incidental damages sustained by any person as a result of any breach of this warranty.

Some states do not allow the exclusion or limitation of consequential or incidental damages, so the above exclusion may not apply.

Registration Card

Please complete and return the attached Warranty Card to CIVCO Medical Solutions. Call 1-800-445-6741 to purchase additional filters.