



ASSEMBLY OF IOM CARTRIDGES TOXIN TESTING

The IOM cartridges require some assembly to insert the filter and foam. SKC have online videos, including those that are found on YouTube, that will demonstrate how to fit the filters. This guide will show you how to fit the filter, and the **foam**. Our suggestion is that you prepare them all at once, or at least in batches. This will save a lot of time in the long run. They don't take long, but here are some simple instructions.

Note: *The filters collect the larger particles that find their way into the mucus membranes and are usually coughed or sneezed out, the foams collect the smaller particles that find their way into the lungs.*

Preparation

You will need to prepare your work space and ensure that it is clean and free of excessive particulate matter. Run your particle counter to ensure that particle numbers are within the acceptable level. If they are elevated, run your air purifier overnight and check your particle numbers again in the morning. *Your preparation space does not need to be sterile, but it does need to be clean.*

You will also require:

Disposable Gloves (non powdered)

Powdered gloves may transfer powder on to the filters and foams.

Tweezers

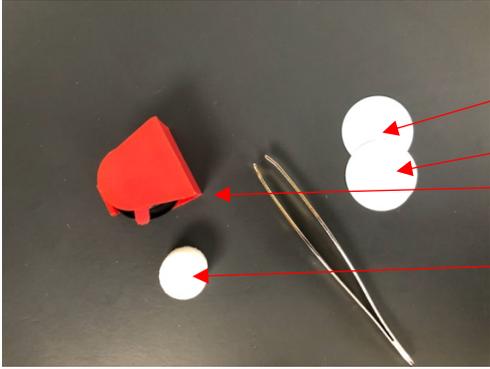
We recommend the kind that are not pointed. The pointed type may pierce the filter. You will need to ensure they are clean by using an alcohol wipe to clean the tips.

Small Ziplock Bags

We would recommend that you produce yourself an internal log sheet with individual numbers for your samples. Each individual ziplock bag should be numbered. Once your cartridges are assembled, you can place one in each bag so that they are ready for use. Once used, they can be sealed back into the same bag, the log sheet can be filled in, your sample will be ready for shipping, and it will save you a lot of time. *Please note that you may be able to generate adhesive labels instead depending on your internal administration processes.*

Filters

The filters are a small and quite fragile disk approximately the size of a quarter. They will arrive to you in a small tube. There are blue disks which are spacers to separate the filters. The filters to be used are white in color.

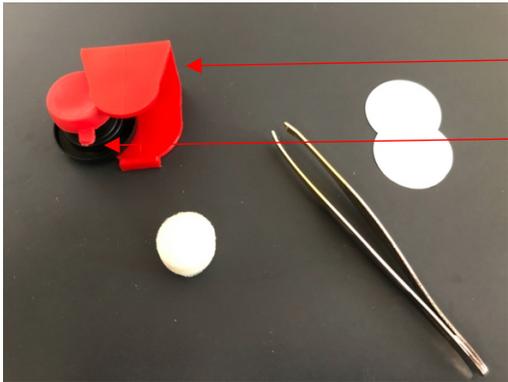


Blue spacer disc DO NOT USE

White filter

Cassette with transport clip

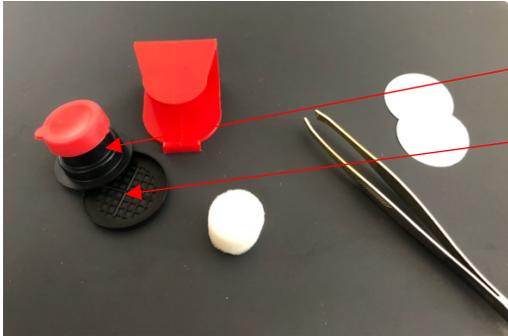
Foam



Transport clip

Cassette

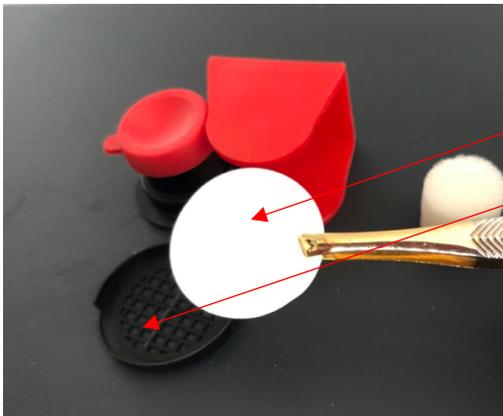
**Remove the transport clip from the cassette. Do not discard.



Top of Cassette

Base of Cassette

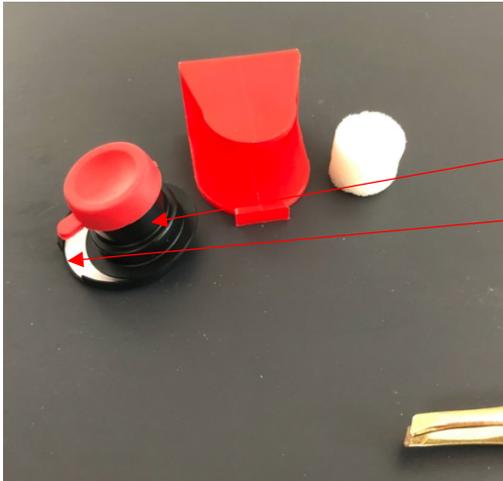
**Remove the top from the base. This simply snaps off.



Filter – the white disc

Base of cassette

**Insert the filter into the base of the cassette. (use care as filters are fragile). If the filter becomes damaged, discard and use a new one.



Top of cassette

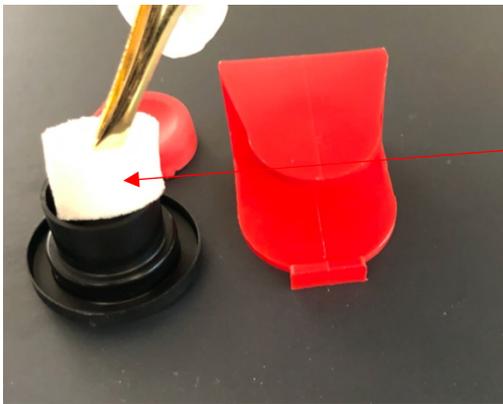
Base of cassette now containing filter.

**Snap the top of the cassette to the base of cassette containing filter.



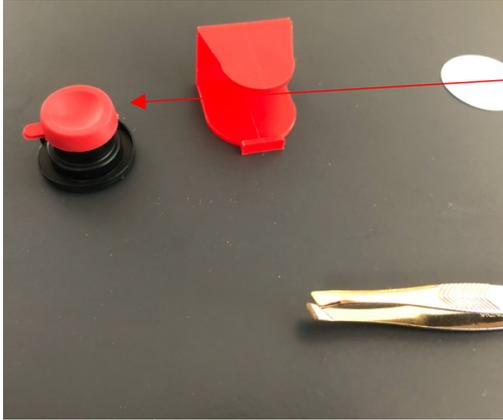
Cap (on top of upper part of cassette)

**Remove the cap



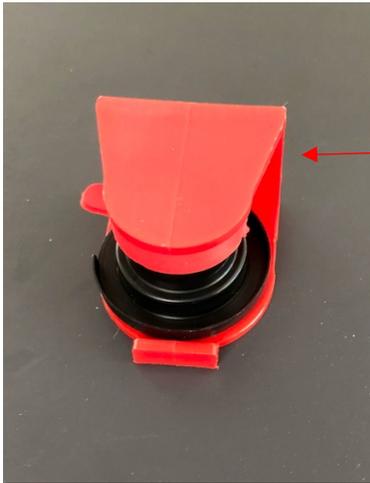
Foam

**Insert the foam into the top of the cassette. When inserted correctly the foam will be flush with the top of the cassette.



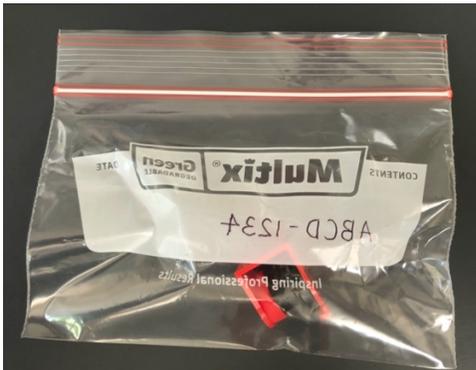
Cap

**Replace rubber cap



Transport clip

**Insert the cassette back into the transport clip. This completes the cassette assembly.



Place completed cassette assembly into a pre-numbered ziplock bag for transport to and from the site to be tested. Ensure that you record the details of location, date etc on a master control sheet along with the number of the sample listed on the ziplock bag to ensure your chain of custody documentation is completed correctly.