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14500 Coy Drive, Grass Lake, Michigan 49240  
734-475-2200 E-mail: [sales@coylab.com](mailto:sales@coylab.com)  
[www.coylab.com](http://www.coylab.com)

# **Isolation Glove Box Instruction Manual**

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### ***WARRANTY***

This product is warranted against defects in material and workmanship during the first 12 months after original date of shipment.

The factory will, at its option, repair or replace defective material within this period at no charge for parts.

All returns or exchanges must first be authorized by COY LABORATORY PRODUCTS, INC.

PHONE: 734-475-2200

FAX: 734-475-1846

COY LABORATORY PRODUCTS, INC.  
14500 COY DRIVE  
GRASS LAKE, MI 49240

The responsibility of COY LABORATORY PRODUCTS, INC. is limited to the purchase price of this product, and COY LABORATORY PRODUCTS, INC. will not be responsible for any consequential damages.

This warranty does not cover damage in shipment or damage as a result of improper use or maintenance of this product.

## **1.0 WARNINGS**

This product is intended to enable the user to handle and visually inspect objects and materials in a sealed atmosphere chamber. However, the chamber protects the user only while the chamber is sealed.

The chamber does not protect the user from contamination from an object before the object is placed in the chamber or after it is removed from the chamber. As soon as the chamber side door is opened, the air inside the chamber will leave the chamber and mix with air outside the chamber. If the chamber or gloves are damaged in anyway, the atmosphere will no longer be sealed.

The following precautions should be followed when using this product:

1. Read the User manual completely before use and use only as directed.
2. No jewelry, watches, bracelets and rings should be worn on the hands or wrist. Even long fingernails should be clipped short, to lessen the chance of ripping a hole in the gloves. If a glove is punctured or torn, the atmosphere and any hazardous material in the chamber can come into contact with the user's skin.
3. No Sharp objects should be used in the chamber, such as letter openers, scissors, or knives.
4. Before each use, inspect the chamber for damage to the gloves, diaphragm top, as well as for cracks in the chamber or separations in the seams. If any such damage, should appear, DO NOT USE CHAMBER.
5. This product is not designed to protect against explosive, flammable, corrosive or incendiary material or devices.
6. This product is not intended to provide long-term protection against biological or environmental contaminants. If such contaminants are suspected to be present inside the chamber, immediately remove hands from the gloves, leave the chamber sealed and contact the appropriate health, environmental or law enforcement authorities.
7. This product is NOT designed to be disinfected and reused after contamination.

The only warranties covering this product are those contained in the operating manual. No implied or express warranties are given, including, but not limited to, fitness for a particular purpose or implied warranty of merchantability.

## **2.0 GENERAL OVERVIEW**

1. Prior to every use, you must wipe the door seal(s) to ensure an airtight seal. Use a clean dry cloth: add a drop of isopropyl alcohol if a lot of debris collects here. Inspect the gloves and diaphragm top for holes and punctures and inspect the glove box for cracks to the polycarbonate. If any damage, **do not use** the isolation glove box.
2. Place mail and packages inside the glove box.
3. Close door and turn the latches into each door catch. This will ensure an air tight atmosphere.
4. Remove any watches, jewelry, bracelets and rings before you insert your hands into the neoprene gloves.
5. Open mail and packages. If any suspected contaminant is found, remove hands from the gloves, wash hands and contact the proper authorities. **DO NOT OPEN THE DOOR TO THE GLOVE BOX.**
6. **LATEX WARNING** Latex Gloves/cuffs with powder could be installed on this equipment. Some people are allergic to latex and/or the powder. COY Laboratory Products cannot account for the content of gloves bought from other vendors.

## **3.0 Care and Cleaning of Polymer**

There are several precautions you can take to prolong the life of your chamber. Precautions you should carefully follow are:

1. DO NOT USE ABRASIVE CLEANERS AT ANY TIME.
2. DO NOT USE ANY SOLVENT LIKE LIQUIDS TO CLEAN THE PLASTIC. ISOPROPYL ALCOHOL IS ACCEPTABLE.
3. KEEP EQUIPMENT AND SHELVING UNITS WITHIN EASY REACH SO YOU DO NOT STRETCH THE CHAMBER SLEEVES.
4. RINGS AND JEWELRY SHOULD BE REMOVED PRIOR TO USING SO AS NOT SCRATCH THE POLYCARBONATE OR TEAR THE ARMS OR GLOVES.
5. PROTECT THE CHAMBER FROM ORGANIC SOLVENT FUMES AND NEARBY PAINTING AND PLASTERING. IF SPLASHED, WIPE IMMEDIATELY WHILE WET WITH A SOFT CLOTH.

Dust and clean with a soft cloth or chamois having fist sprayed on a plastic cleaner. The use of a mild soap or detergent and plenty of water is good. Dry with a soft cloth.

Minor scratches can be removed by hand polishing. Polishes are best applied with a soft cloth dampened with water first. Several applications may be necessary, but most minor scratches can be reduced and the clarity improved in a short time.

### **3.1 CARE OF GLOVES**

The arm length gloves are made of neoprene rubber and are susceptible to punctures and tears. Remove jewelry. If a hole is punctured in the glove, it must be replaced.

Replacement Gloves, may be purchased from COY Laboratory Products.

1601895	Arm Length Glove, Sleeve Length Neoprene with Latex Glove 15 mil fitted S
1601896	Arm Length Glove, Sleeve Length Neoprene with Latex Glove 15 mil fitted M
1601897	Arm Length Glove, Sleeve Length Neoprene with Latex Glove 15 mil fitted L
1601898	Arm Length Glove, Sleeve Length Neoprene with Latex Glove 15 mil fitted XL

## **4.0 This is an official CDC HEALTH ADVISORY**

Distributed via Health Alert Network  
Friday, October 12, 2001, 21:00 EDT (9:00 PM EDT)  
CDCHAN-00029-2001-10-12-ADV-N

### **How to Handle Anthrax and Other Biological Agent Threats**

Many facilities in communities around the country have received anthrax threat letters. Most were empty envelopes; some have contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents.

#### **DO NOT PANIC**

Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.

For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

#### **SUSPICIOUS UNOPENED LETTER OR PACKAGE MARKED WITH THREATENING MESSAGE SUCH AS "ANTHRAX":**

1. Do not shake or empty the contents of any suspicious envelope or package.
2. PLACE the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.

3. If you do not have any container, then COVER the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
4. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
5. WASH your hands with **soap and water** to prevent spreading any powder to your face.
6. What to do next...

If you are at **HOME**, then report the incident to local police.

If you are at **WORK**, then report the incident to local police, **and** notify your building security official or an available supervisor.

7. LIST all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

#### **ENVELOPE WITH POWDER AND POWDER SPILLS OUT ONTO SURFACE:**

1. DO NOT try to CLEAN UP the powder. COVER the spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover!
2. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
3. WASH your hands with **soap and water** to prevent spreading any powder to your face.
4. What to do next...

If you are at **HOME**, then report the incident to local police.

If you are at **WORK**, then report the incident to local police, **and** notify your building security official or an available supervisor.

5. REMOVE heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
6. SHOWER with **soap and water** as soon as possible. *Do Not Use Bleach Or Other Disinfectant On Your Skin.*
7. If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

#### **QUESTION OF ROOM CONTAMINATION BY AEROSOLIZATION:**

**For example: small device triggered, warning that air handling system is contaminated, or warning that a biological agent released in a public space.**

1. Turn off local fans or ventilation units in the area.

2. LEAVE area immediately.
3. CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
4. What to do next...
  - If you are at **HOME**, then **dial “911”** to report the incident to local police and the local FBI field office.
  - If you are at **WORK**, then **dial “911”** to report the incident to local police and the local FBI field office, **and** notify your building security official or an available supervisor.
5. SHUT down air handling system in the building, if possible.
6. If possible, list all people who were in the room or area. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

## **HOW TO IDENTIFY SUSPICIOUS PACKAGES AND LETTERS**

Some characteristics of suspicious packages and letters include the following...

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as “Personal” or “Confidential”
- Shows a city or state in the postmark that does not match the return address