Donaldson
BOFA™

# AD Access

Fume Extraction System

# User Manual

Installation, Operation, and Service Information




This manual contains specific precautions related to worker safety. The hazard alert image denotes safety related instructions and warnings in this manual. DO NOT install, operate, or perform maintenance on this system until you have read and understood the instructions, precautions and warnings contained within this manual.

English
Original Instructions

UM-AD ACCESS-BOFA-US
Revision 6.6

# Donaldson BOFA Technical Service

If a problem arises with your system, please refer to the troubleshooting section of this manual. If the problem is still not resolved, please:

- Visit our website at donaldsonbofa.com for online help.
- Or contact the helpline:
    - ROW: +44 (0) 1202 699 444 (Mon-Fri 9am-5pm GMT)
    - US: +1 (618) 205 5007 (Mon-Fri 9am-5pm CST).
- Email:
    - ROW: bofatechnical@donaldson.com
    - US: bofatechnicalus@donaldson.com

# Serial Number

For future reference, fill in your system details in the space provided. The serial number is on the rating label located on the side/rear of the system.

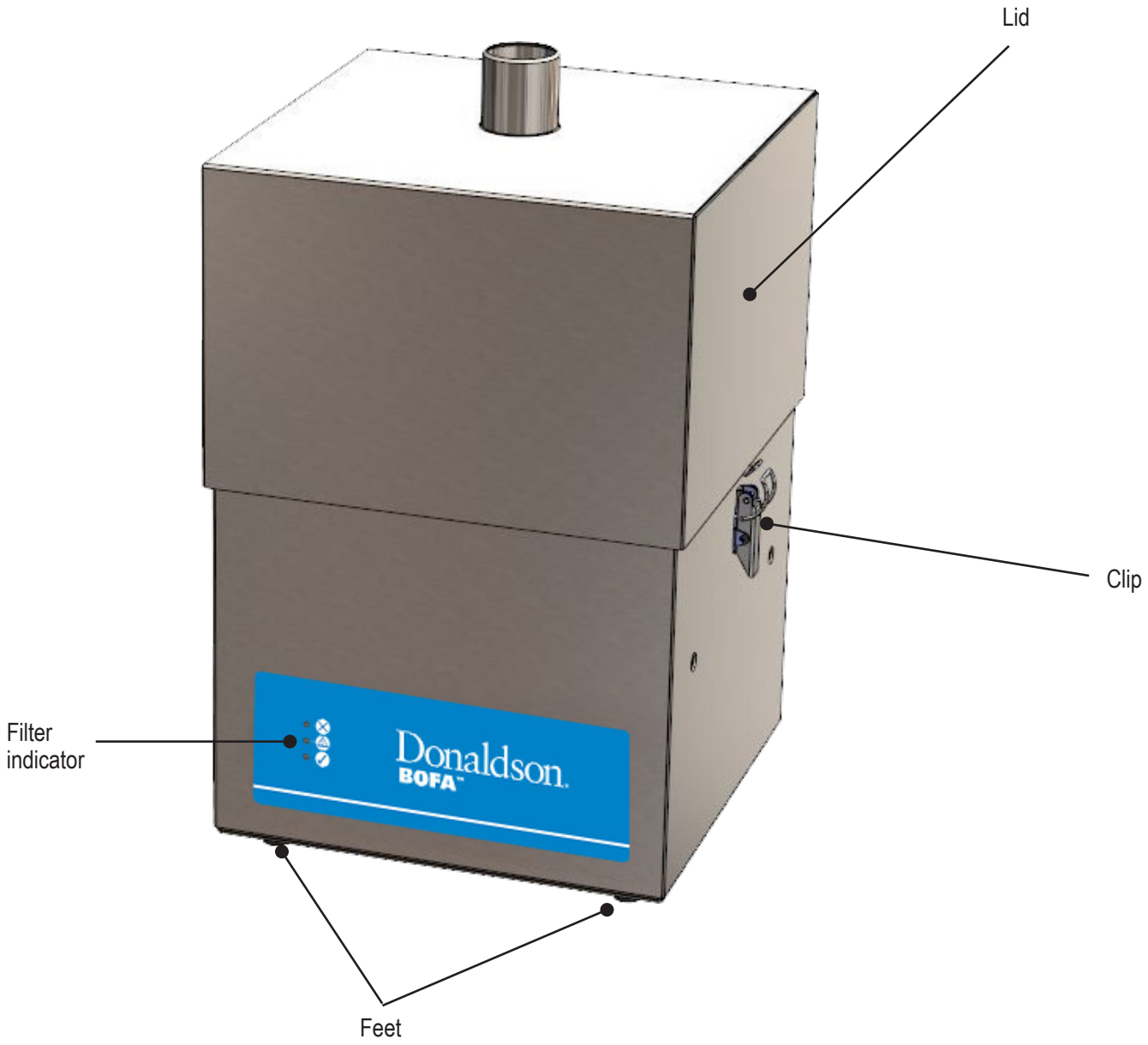
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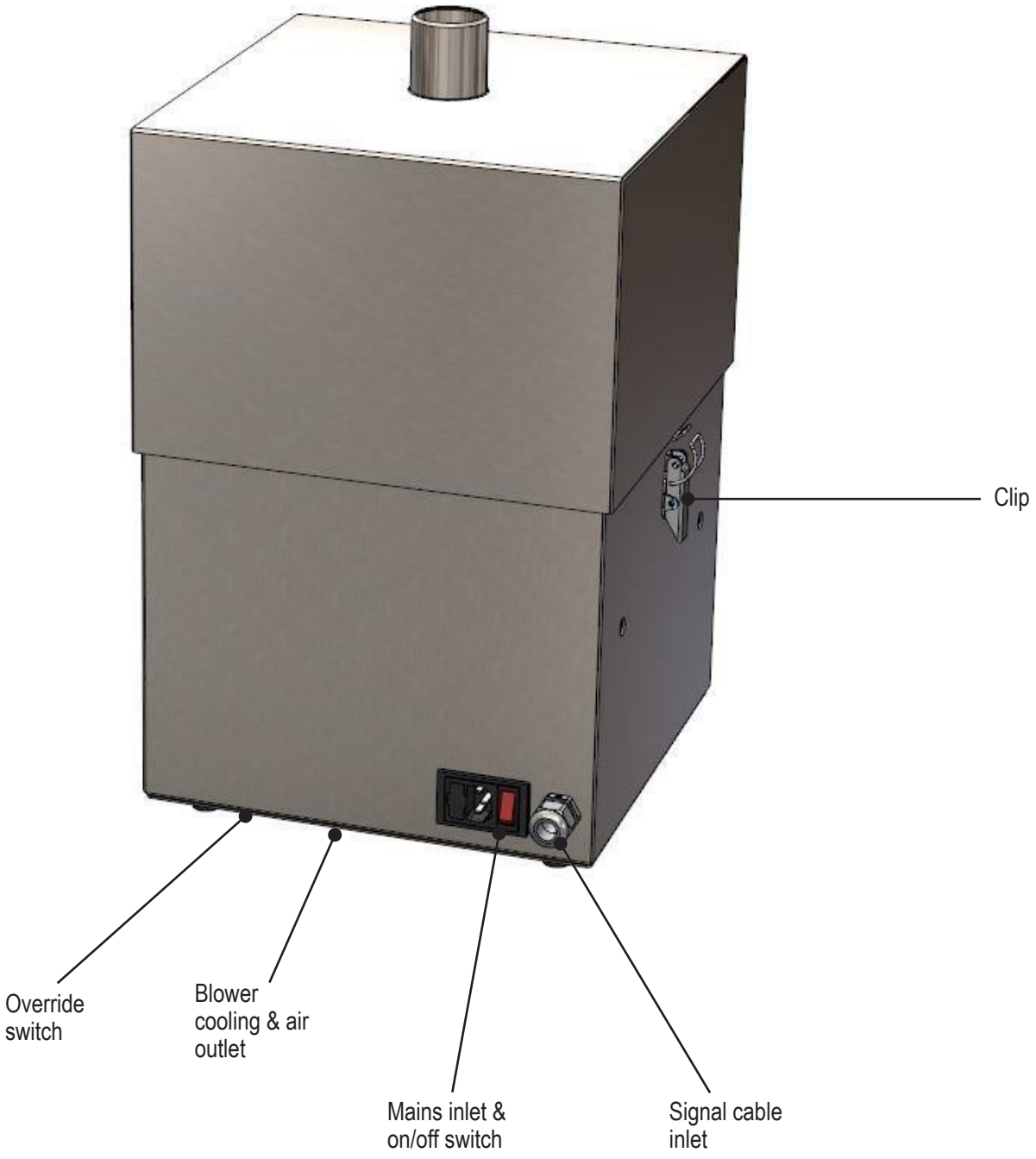
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# 1 Overview

## 1.1. Front view of AD Access

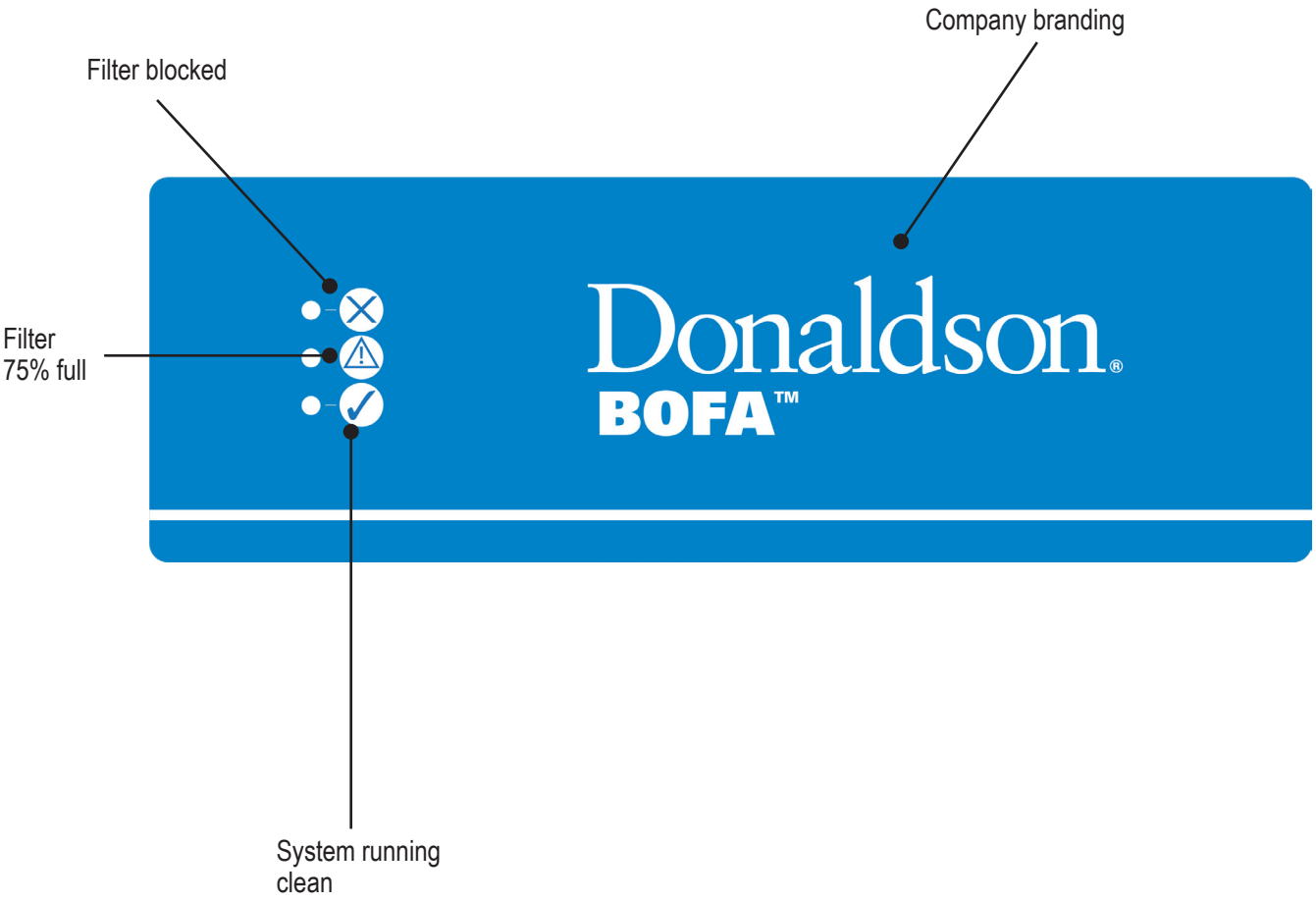


## 1.2. Rear view of AD Access



## 1.3. Overview of control panel

The diagram below shows an overview of control panel features.



# 2 Safety information

## 2.1. Important safety notes

Concerning symbols used on the extraction system and referred to within this manual.

| Symbol | Meaning | |
|---|---|---|
|  | DANGER | Refers to an immediately impending danger. If the danger is not avoided, it could result in death or severe (crippling) injury. Please consult the manual when this symbol is displayed. |
|  | WARNING | Refers to a possibly dangerous situation. If not avoided, it could result in death or severe injury. Please consult the manual when this symbol is displayed. |
|  | CAUTION | Refers to a possibly harmful situation. If not avoided, damage could be caused to the product or something in its environment. |
|  | IMPORTANT (refer to manual) | Refers to handling tip and other particularly useful information. This does not signify a dangerous or harmful situation. Refer to manual when this symbol is displayed. |

### EU Declaration

The system has been designed to meet the essential health and safety requirements of the Machinery Directive 2006/42/EC, Low Voltage Directive 2014/35/EC, and the EMC Directive 2014/30/EU. For the full DOC and further information please contact the technical team:

- US: bofatechnicalus@donaldson.com
- ROW: bofatechnical@donaldson.com

### Electrical safety

The system has been designed to meet the essential health and safety requirements of the Low Voltage Directive 2014/35/EC. The requirements of the EMC Directive 2014/30/EU are also met.

### Warning

When working with the blower housing open, live 230/115 volt mains components are accessible. Ensure that the rules and regulations for work on live components are always observed.

### Important

To reduce the risk of fire, electric shock, or injury:

1. Always isolate the system from the mains power supply before removing the blower access panel.
2. Use only as described in this manual.
3. Connect the system to a properly grounded outlet.

### Dangers to eyes, breathing, and skin

Once used, the filters within the extraction system may contain a mixture of particulates, some of which may be sub-micron size. When the used filters are moved, it may agitate some of this particulate, which could get into the breathing zone and eyes of the operative.

Additionally, depending on the materials being processed, the particulate may be an irritant to the skin.

**This system should not be used on processes with sparks of flammable materials or with explosive dusts and gases, without implementation of additional precautions.**

| | | |
|---|---|---|
|  | CAUTION | When changing used filters, always wear a mask, safety shoes, goggles, and gloves. |

### Carbon selection

Please note that the media within the gas filter fitted in the extraction system is capable of adsorbing a wide range of organic compounds. However, it is the responsibility of the user to ensure it is suitable for the particular application it is being used on.

### Intended use

This equipment has been designed to extract and filter fume from a variety of applications. However, it is the user's responsibility to ensure the equipment is installed correctly and is suitable for the application. This extraction system must not be used on wet applications or acidic fumes.

## 2.2. Warning and information labels

The following listing details labels used on your system.

| Symbol | Meaning | |
|---|---|---|
|  | GOGGLES, GLOVES AND MASK | This appears on filters, indicating that goggles, gloves, and masks should be worn while handling used filters. |
|  | DO NOT COVER | Do not cover any louvers or holes on panels adjacent to the label. |
|  | ELECTRICAL DANGER | Removal of panels with this label attached will allow access to potentially live components. |
|  | WARNING | Power should be isolated before the panel with this label attached is opened/removed. |

**PLEASE NOTE:** If the equipment is used in a manner not specified by the manufacturer, the protection provided by the equipment may be compromised.

## 2.3. Fire risk warning

In the very rare event that a burning ember or spark is drawn into the fume extraction system, it may be possible that the filters will ignite. Whilst any resultant fire would typically be retained within the fume extraction system, the damage to the extraction system could be significant.

It is therefore essential to minimize the possibility of this occurring by undertaking an appropriate risk assessment to determine:

a). Whether additional fire protection equipment should be installed.

b). Appropriate maintenance procedures to prevent the risk of build-up of debris which could potentially combust.

This extraction system should not be used on processes where sparks could occur, with explosive dusts and gases, or with particulates that can be pyrophoric (can spontaneously ignite), without implementation of additional precautions. It is essential that nozzles or other extraction/fume capture devices and hoses/pipework are cleaned regularly to prevent the build-up of potentially ignitable debris.

# 3 Before installation

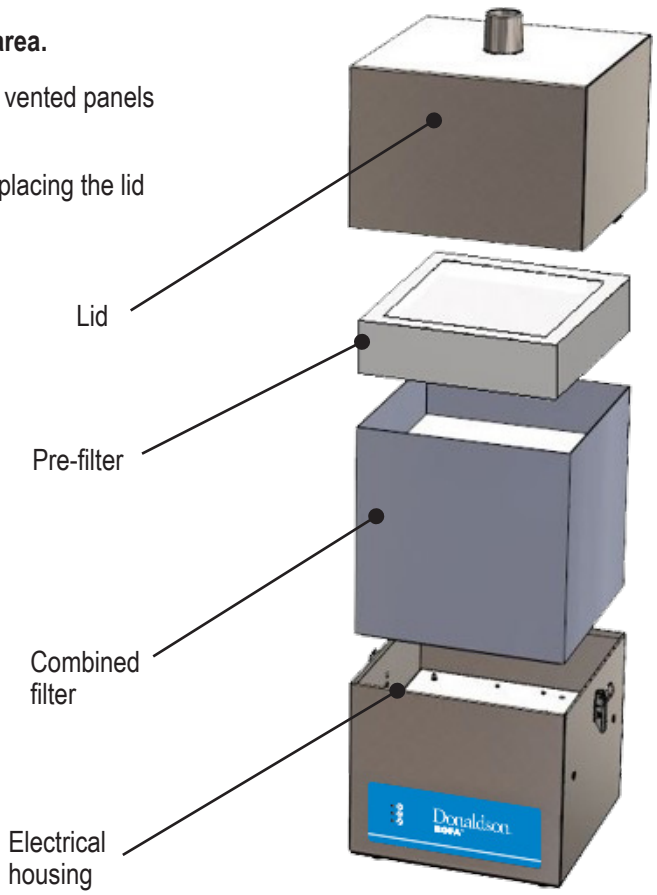
## 3.1. Packaging removal and system placement

Before installation, check the extraction system for damage.

All packaging must be removed before the system is connected to the power supply.

**Please read all instructions in this manual before using this extraction system.**

1. Move the system to the location where it is going to be installed and remove the outer packaging.
   **This system should be installed in a well-ventilated area.**
2. Ensure that 20" (500 mm) space is available around any vented panels on the extraction system to ensure adequate airflow.
3. Check the filter is located in its correct position before replacing the lid and securing the clips.




| | | |
|---|---|---|
| | CAUTION | Due to the weight of the extraction system, suitable lifting equipment should be used and appropriate safety precautions taken (see system specification section for product weight detail). |

| | | |
|---|---|---|
| | CAUTION | Do not block or cover the cooling vents on the extraction system as this severely restricts airflow and may cause damage to the system. |

| | | |
|---|---|---|
| | CAUTION | Under no circumstances should the exhaust outlet/s be covered as this will restrict the airflow and cause overheating. |

# 4 Installation

The system has been designed to remove and filter fume containing potentially hazardous particulate and gases generated during manufacturing processes. Such hazardous substances are captured within a multi-stage filtration system after which the cleaned air is returned to the workplace.

## 4.1. Fume capture methods

The fume is normally captured by 1 of 3 methods.

- **Flexible arm/nozzle**
- **Enclosures**
- **Cabinets**

## 4.2. General guidelines for a successful installation

Laser marking/coding used as an example in the following sections and images.

- Keep duct run length to a minimum.
- Avoid sharp bends/turns in the ductwork.
- Avoid multiple bends/turns in the ductwork.
- Use a larger diameter duct where able.
- Position the capture device as close as possible to the marking point (if used on high-speed lines, position the capture device slightly downstream).

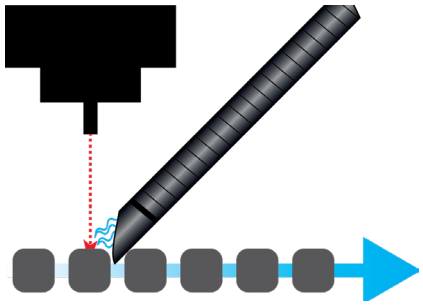
## 4.3. Flexible arm and nozzle extraction

- Stay put arm should be mounted as close as possible to the marking point using the clips provided.
- Unscrew the push-fit connector from the other side of the flexible hose.
- Cut the flexible hose to suit the distance back to the extraction system connection and push onto the system inlet.

Purge air should be kept to a minimum, where possible, to prevent the fume being blown away from the nozzle. High-speed lines may need bigger scoops or nozzles both sides of the product because of the turbulence caused by the speed of the product (e.g., bottling lines).

## 4.4. Moving products

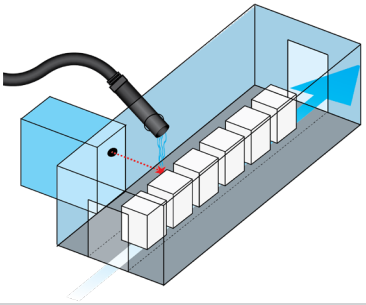
For applications where the product is moving past the stationary marking point head, the capture nozzle should be positioned as close as possible to the marking area on the side the product is moving towards.



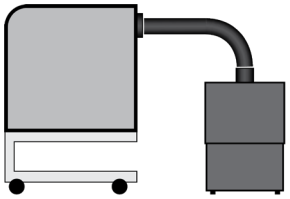
## 4.5. Enclosures

The extraction hose and nozzle can be attached to the enclosure surrounding the marking zone provided that the extraction point is within 1.96”-2.95” (50-75 mm) of the marking point.





## 4.6. Cabinets



Cabinets normally have a 2.95” (75 mm) or 3.93” (100 mm) spigot for fume extraction. For best performance, use the same diameter hose as the spigot and reduce at the extraction system end if necessary. **Keep the hose run as short as possible.**

## 4.7. Connection to extraction system

All ductwork should be installed and connected to the extraction system before it is turned on.

## 4.8. Connection to power supply

Please follow the specification at the rear of the manual when selecting the power supply outlet for the system. Ensure the power supply is suitable before connecting the system.

| | | |
|---|---|---|
|  | ELECTRICAL DANGER | Check the integrity of the electrical power cable. If the supply cord is damaged, the extraction system should not be connected to the mains. The supply cord should only be replaced by a Donaldson BOFA engineer as an electrical safety test may be required after replacement. |
|  | CAUTION | The system **MUST** be connected to a properly earthed outlet. |

**Important - 3 phase systems only: It is very important to ensure that the neutral connection is connected before turning the system on. Failure to do this may result in damage to the extraction system.**

If your system was customized for your order, please read the optional features section before the power connection is made as additional connections may be required before power is connected to the extraction system.

Connect the power cable to an isolated electrical supply.

The mains socket should be installed near the extraction system. It should be easily accessible and able to be switched on/off. The cable run must be arranged to prevent trip hazard.

This equipment shall be mounted in accordance with local regulations.

**Portable appliance testing guidance**

This appliance is a Class I electrical product that requires earth protection. The appliance contains Type 3 SPDs (surge protection devices). During PAT Testing, test voltage L-E and N-E must be limited to 250 VDC to avoid engaging the surge protection.

## 4.9. Optional added features

The system can be configured to suit customer specification. These optional features would be discussed, arranged, and installed prior to delivery.

**If unsure what features your system is equipped with, please contact the seller with the extraction system serial number** (refer to section 2 for location), **who will be able to advise what specification has been supplied.**

For other custom filter signal configurations (details of connectors and pin-outs), these will be included in an appendix at the rear of the manual.

### 4.9.1. Remote stop/start signal (optional)

Enables the extraction system to be remotely turned on/off via an external signal. This feature can be configured in 2 ways:

- DC voltage input – range 12-24 VDC
- Override – stop/start feature switched off

**Note: Care must be taken to ensure that the system is correctly wired in order for the extraction system to function correctly.**

### 4.9.2. DC voltage input (optional)

This configuration requires the black and red cores of the signal cable (refer to section 1 for location) to be connected to a known and tested DC power supply to start the extraction system.

The operating voltage for this signal is between 12 and 24 VDC. Only voltages within this range should be connected. Voltages connected outside of this range may cause irreversible damage to the internal control PCB.

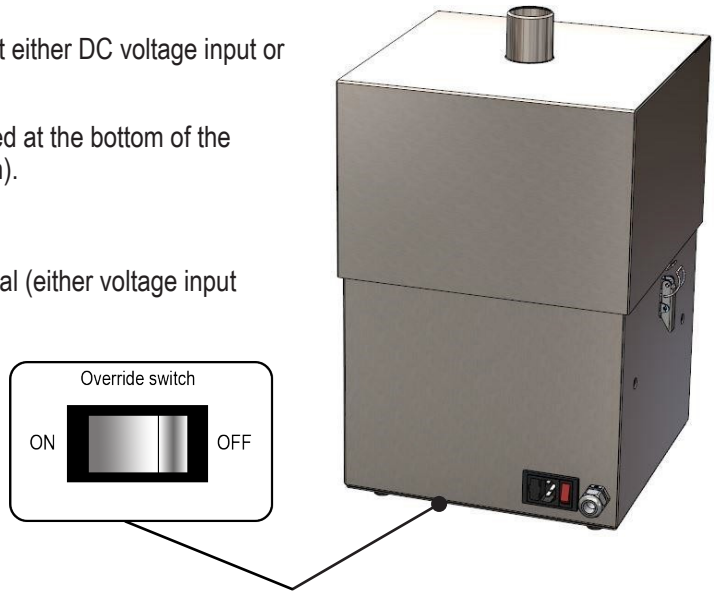
**Red cable = V+**

**Black cable = V-**

When the extraction system is provided with the correct DC voltage, the blower will start and maintain the set flow rate. When the DC voltage is removed, the blower will slow down and come to a stop.

The extraction system will need to be turned on and be out of standby mode in order for this feature to operate.

### 4.9.3. Override (optional)




Enables the extraction system to operate fully with or without either DC voltage input or the volt-free input.

The override feature can be toggled on/off by a switch located at the bottom of the extraction system (see picture on the right for switch location).

**Switch in “on” position**

In this position, the extraction system will require a start signal (either voltage input or volt-free, depending on the requested specification) to enable the blower within the system.

**Switch in “off” position**

In this position, the extraction system blower will run without the requirement for an external start signal. This feature is useful for engineers carrying out works/tests on the extraction system without the need for the host machine/ auxiliary signal.

The power supply unit which is used to provide the 12-24 VDC stop/start voltage signal must be protected by double insulation from mains voltage.

### 4.9.4. System OK signal (optional)

The extraction system will output a signal to alert the user when the system has failed or when the filters are blocked.

This feature will not directly stop the extraction system from running correctly, but if fitted, this feature should be terminated correctly before power is applied to the system.

**Connection specification**

This signal is available via the green and white cores of the signal cable. The system will provide a volt-free open/closed signal that can be connected to an external interface, beacon, or warning device following the specification below.

- **Maximum input voltage: 24 VAC**
- **Maximum current load: 3 AAC**

**OR**

- **Maximum input voltage: 24 VDC**
- **Maximum input load: 3 ADC**

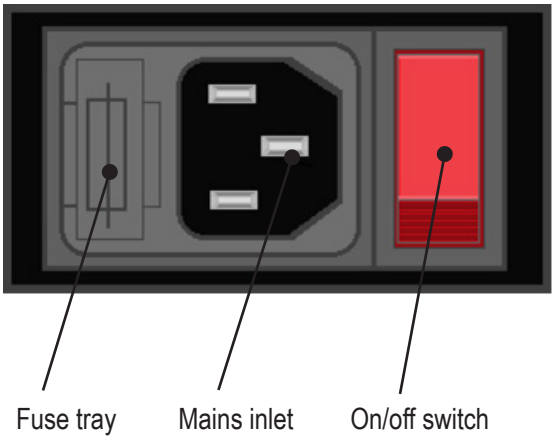
When the filters become blocked or the system develops a fault (refer to troubleshooting section), the connection between the green and white cables will become “open”.

When the extraction system is running normally, the connection between the green and white cables will become “closed”.

# 5 Operation

## 5.1. Turning extraction system on

Press the main on/off switch to the “on” position (refer to section 1 for switch location).



# 6 Maintenance

## 6.1. Maintenance UK

It is a legal requirement, under regulation 9 of the COSHH regulations, that all local exhaust ventilation systems are thoroughly examined and tested at least once every 14 months (typically carried out annually). The approved code of practice recommends that a visual check should be carried out at least once a week.

COSHH requires the annual inspection and testing to be carried out by a competent person and specifies that documentation results are recorded in a log.

Contact the seller for more information about inspection and certification.

### 6.1.1. Maintenance general

User maintenance is limited to cleaning the system and filter replacement, only a suitably qualified or experienced personnel are authorized to carry out component testing and replacement. Unauthorized work or the use of unauthorized replacement filters may result in a potentially dangerous situation and/or damage to the extraction system and will invalidate the manufacturer's warranty.

### 6.1.2. Cleaning the extraction system

The powder-coated finish can be cleaned with a damp cloth and non-aggressive detergent, do not use an abrasive cleaning product as this will damage the finish.

The cooling inlets and outlets should be cleaned once a year to prevent build-up of dust and overheating of the extraction system.

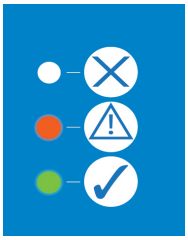
## 6.2. Replacing filters

It is recommended to replace filters every 12 months, unless the system prompts for more frequent changes. Users should maintain a record of these replacements.

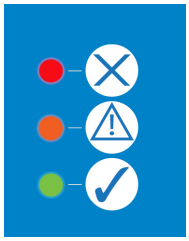
It is recommended that a spare set of filters are kept on-site to avoid prolonged extraction system unavailability. Part numbers for replacement filters can be found on the filters fitted in your system.

To prevent overheating, extraction systems should not be run with a blocked filter condition, or with dust obstruction of inlets/ outlets.

During use, the extraction system will alert the user when its filter needs replacing. When the filter is 75% full, both the green and amber LEDs will illuminate.



When the filter is full/blocked, the red LED on the control panel will illuminate. All three LEDs will be illuminating as shown below. A filter change is required at this stage.



Refer to section 2.2 for PPE requirements.

**Note: The extraction system must not be run if any filter is missing.**

### 6.2.1. Pre-filter replacement

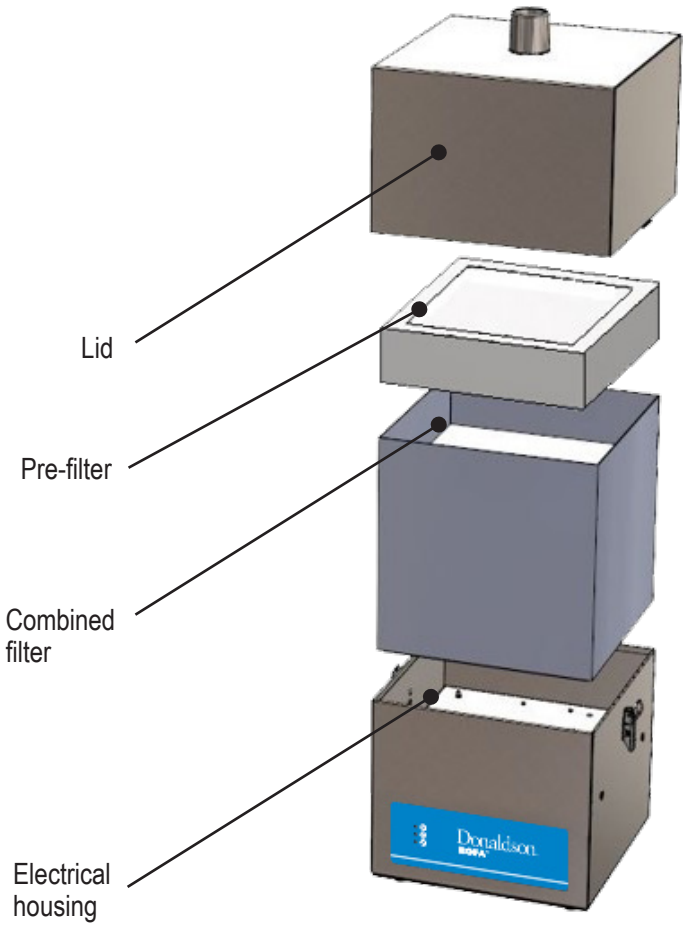
To remove and replace the pre-filter, follow the procedure detailed below.

1. Isolate the electrical supply to the extraction system.
2. Undo the two clips on the sides of the system and remove the lid.
3. Lift the pre-filter out of the system. Once removed, it is recommended that the used filters are bagged and sealed.
4. Lower the new pre-filter into position.
5. Replace the lid and fasten the two clips.

### 6.2.2. Combined filter replacement

To remove and replace the combined filter, follow the procedure detailed below.

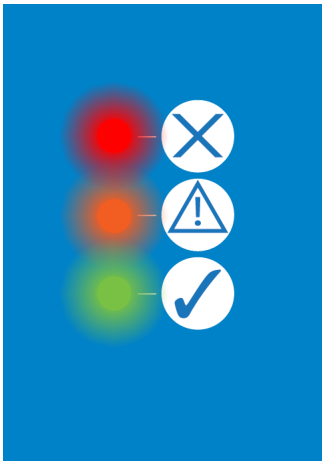
1. Isolate the electrical supply to the extraction system.
2. Undo the two clips on the sides of the system and remove the lid.
3. Lift the pre-filter, then the combined filter out of the system. Once removed, it is recommended that the used filters are bagged and sealed.
4. Lower the new combined filter into position followed by the pre-filter.
5. Replace the lid and fasten the two clips.



# 7 Troubleshooting

## 7.1. Flashing LEDs

Flashing LEDs indicate a loss of vacuum inside the extraction system. In the event of this, please contact your local representative or contact Donaldson BOFA. Contact details are found at the back of this manual. This may also occur as the system starts up. If the system has remote stop/start then these LEDs will flash while the system is idle waiting for the start signal.



## 7.2. Fault indication

In the unlikely event of any other issues with the extraction system, please contact your local representative.

# 8 Replacement parts

## 8.1. Consumable spares

The extraction system contains a pre-filter and a combined filter. These should be replaced when instructed to do so by the system (see maintenance section for replacing filters), when the extraction system is not performing efficiently, or at least once every 12 months.

To maintain performance, it is important that the filters are replaced with identical Donaldson BOFA filters. To reorder, please refer to the filter number printed on the filter installed in your extraction system. See part numbers below:

1. **1UA1030153 (pre-filter)**
2. **1UA1030154 (combined filter)**

## 8.2. Maintenance protocol

Users can record changes in filter change intervals on the table below.

| **Extraction System Serial Number:** | | | |
|---|---|---|---|
| **Pre-filter (1UA1030153)** | | **Combined filter (1UA1030154)** | |
| Date | Engineer | Date | Engineer |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

## 8.3. Filter disposal

The pre-filter and combined filter are manufactured from non-toxic materials. Filters are not reusable, cleaning used filters is not recommended. The method of disposal of the used filters depends on the material deposited on them.

For your guidance:

| Deposit | EWC* Listing | Comment |
|---|---|---|
| Non-hazardous | 15 02 03 | Can be disposed of as non-hazardous waste. |
| Hazardous | 15 02 02M | The type of hazard needs to be identified and the associated risks defined. The thresholds for these risks can then be compared with the amount of material in the filters to see if they fall into the hazardous category. If so, the filters will need to be disposed of in line with the local/national regulations. |

*European Waste Catalogue

# 9 System specifications

Extraction system: **AD Access**

Flowrate: 106 cfm (180 $m^3$/h)

Weight: 53 lbs (24 kg)

Airflow measuring system: Windvane

Suction pressure: 30 mBar

Blower: Centrifugal fan

Noise level: Below 61 dB(A) (at typical operating speed)

Maximum altitude: 2000 m

Electrical supply: 115/230 V (+/- 10%)

Hertz: 50/60 Hz

Full load current: 115 V:1.5 A, 230 V:0.9 A

No. of phases: 1

Indoor use only

Overvoltage category II

Pollution degree 2

Not for use in wet applications

Environmental operating range:

Temperature: +41 °F (5°C) to + 104 °F (40°C)

Humidity: Max 80% RH up to 87.8 °F (31°C)

Max 50% RH at 104 °F (40°C)

Size:

| | Imperial (inches) | Metric (mm) |
|---|---|---|
| Height | 19.9 | 505 |
| Width | 13.2 | 335 |
| Depth | 12.4 | 315 |

Filters:

| Filter type | Surface area | Efficiency |
|---|---|---|
| Pre-filter | 18.7 sq ft (1.7 $m^2$) | 95% @ 0.9 microns |
| Combined filter | 21.5 sq ft (2 $m^2$) | 99.997% @ 0.3 microns |

Combined filter (gas section):

| Filter type | Carbon type | Volume |
|---|---|---|
| Combined filter (gas) | Activated carbon | 15.4 lbs (7 kg) |

Process fume/gas entering this system should be within the above temperature range.

**Wiring schematic and spare parts list available upon request.**

# 10 Contact information

**Donaldson BOFA head office – UK & ROW:**

19-20 Balena Close
Creekmoor Industrial Estate
Poole
Dorset
BH17 7DU
United Kingdom

Tel. +44 (0) 1202 699 444
Email: bofasales@donaldson.com

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**Donaldson BOFA German office:**

Email: bofavertrieb@donaldson.com

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**Donaldson BOFA US office:**

303 S Madison Street
Staunton, Illinois
62088 USA

Tel. +1 (618) 205 5007
Email: bofasalesus@donaldson.com

# 11 Inspection record

Donaldson BOFA™

## Inspection Record

**Local Exhaust Ventilation System**

Health & Safety at Work Act 1974 - Control of Substances Hazardous to Health - Regulation 9 (2002) Thorough Examination and Testing of Local Exhaust Ventilation Systems

| Company: | System Designation: | System Installation Date: |
|---|---|---|
| | | |
| Designated Person: | | |

**Inspection and Maintenance Schedules**

1. Daily checks.
2. Weekly inspection of process enclosure, extract offtake, hose/ducting, and extraction system.
3. Monthly inspection of process enclosure, extract offtake, hose/ducting, and extraction system.
4. Yearly inspection/testing.

**Process enclosure, extract offtake(s), hose/ducting, and extraction system.**

**Inspection and Maintenance Record**

1. **Daily inspection**
   Inspection of the process to ensure extract devices/nozzles/enclosures/hoses are in place and correctly positioned. Examination of the extraction system to ensure it is running. This to be carried out by the operator. Daily inspection not recorded.

2. **Weekly inspection**

Weekly inspection by supervisor of physical condition of extract devices/nozzles/enclosures/hoses and extraction system for damage, change (parts added or removed) and correct operation, etc. Check also that daily inspections have been completed. Tick boxes to confirm system ok/change. Add details of any changes.

Report changes to Engineering Manager. Record any remedial actions taken.

| Week number | Date | System ok | System change | Details of change/repairs, etc. | Initial |
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Weekly inspection by supervisor of physical condition of extract devices/nozzles/enclosures/hoses and extraction system for damage, change (parts added or removed) and correct operation, etc. Check also that daily inspections have been completed. Tick boxes to confirm system ok/change. Add details of any changes.

Report changes to Engineering Manager. Record any remedial actions taken.

| Week number | Date | System ok | System change | Details of change/repairs, etc. | Initial |
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**Process enclosure, extract offtake(s), hose/ducting, and extraction system.**

**Inspection and Maintenance Record**

3. **Monthly inspection**

In addition to weekly checks, disconnect hoses and check for blockage and smooth operation of fan, signs of dust or vapor/gas/odor carry over. Tick boxes to confirm system ok/change. Add details of any changes. Report changes to Engineering Manager. Record any remedial actions taken.

| Week number | Date | System ok | System change | Details of change/repairs, etc. | Initial |
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4. **Yearly inspection**

| | Comments | Supervisor signature: | Date: |
|---|---|---|---|
| Annual service to include all regular checks, inspection of filter condition, blower, and electrical system, and a filter replacement (if not changed within the previous 12 months). | | | |
| Annual thorough inspection and testing of LEV system in accordance with C.O.S.H.H. regulation 9 (max interval 14 months) including reporting. | | | |