



Stantec

Stantec Consulting Services Inc.
15575 Los Gatos Boulevard, Building C
Los Gatos CA 95032-2569

July 23, 2015

Mr. Roger Papler
San Francisco Bay Regional
Water Quality Control Board
1515 Clay Street, Suite 1500
Oakland, CA 94612

Ms. Melanie Morash
United States Environmental
Protection Agency Region 9
75 Hawthorne Street, Mail Code SFD-6-2
San Francisco, CA 94105

Dear Mr. Papler and Ms. Morash,

Reference: Transmittal of Building 23 Air Purifier Operating Plan, COE Study Area, Palo Alto, California

Stantec Consulting Service Inc. (Stantec) has prepared the attached *Building 23 Air Purifier Operating Plan* (Operating Plan) on behalf of Hewlett-Packard Company (HP) and Varian Medical Systems Inc. (Varian). On April 7, 2015 HP and Varian installed and initiated continuous operation of an AllerAir 6000 DX EXEC air purifier in the electrical meter room (Meter Room) in the subgrade garage of Commercial Building 23 in the California-Olive-Emerson (COE) Study Area in Palo Alto, California. The air purifier was installed in response to a San Francisco Bay Regional Water Quality Control (Water Board) and United States Environmental Protection Agency (EPA) request. Air testing conducted in July 2014 indicated a trichloroethene (TCE) concentration in the Meter Room of 130 micrograms per cubic meter ($\mu\text{g}/\text{m}^3$); however, contemporaneously collected air samples from tenant suites overlying the garage and Meter Room did not contain TCE (or other compounds) at concentrations above conservative human health risk-based screening values established by Water Board and EPA. Air testing conducted in the Meter Room after the air purifier was put into operation indicates a reduction in TCE of about 88 percent.

The attached Operating Plan details the operation, monitoring, maintenance and reporting that will be performed for the air purifier. According to information from representatives of the property owner and building owner, Commercial Building 23 is slated for redevelopment, including demolition of the building. It is expected that the building will no longer be routinely occupied after September 2016. It is anticipated that the air purifier will be operated until that time, assuming continuing access, or until an earlier time if the agencies agree that its operation may be terminated.

Regards,

STANTEC CONSULTING SERVICES INC.

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Attachment: Building 23 Air Purifier Operating Plan

Building 23 Air Purifier Operating Plan

Commercial Building 23
COE Study Area
Palo Alto, California



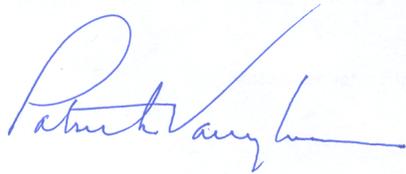
Prepared for:
Hewlett Packard Company
Varian Medical Systems, Inc.

Prepared by:
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July 23, 2015

Sign-off Sheet

This document entitled *Building 23 Air Purifier Operating Plan* was prepared by Stantec Consulting Services Inc. ("Stantec") in accordance with generally accepted professional engineering and environmental consulting practices existing at the time this document was prepared and applicable to the location of the site. It was prepared for the exclusive use of Hewlett-Packard Company, Varian Medical Systems, Inc., the Regional Water Quality Control Board and the United States Environmental Protection Agency. Any re-use of this document for a different purpose or by others not identified above shall be at the user's sole risk without liability to Stantec. The opinions expressed and data collected are based on the conditions of the site existing at the time of the field investigation. No other warranties, expressed or implied are made by Stantec.



Prepared by _____

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Patrick H. Vaughan, MS, CEM
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Reviewed by _____

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Mark Becker
Principal Scientist

BUILDING 23 AIR PURIFIER OPERATING PLAN

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Appendix A – AllerAir 6000 DX EXEC Operation and Maintenance Manual

PRIVILEGED AND CONFIDENTIAL
BUILDING 23 AIR PURIFIER OPERATING PLAN

introduction
July 23, 2015

1.0 INTRODUCTION

Background

This Operating Plan was prepared for the AllerAir Model 6000 DX Exec air purifier that was installed in the electrical meter room (Meter Room) located in the subgrade garage at Commercial Building 23 in the California-Olive-Emerson (COE) Study Area in Palo Alto, California on April 7, 2015. The Meter Room is an approximately 7 feet by 12 feet totally enclosed space, which is only occupied periodically for brief durations, typically by maintenance personnel. Access to the Meter Room is from the elevator lobby via a pair of locked doors. Ventilation in the Meter Room is limited to two approximately 10-inch by 12-inch openings in the upper portion of the northwest wall, which open to the garage.

Results from laboratory analysis of air samples collected from within the Meter Room prior to installation of the air purifier reported concentrations of trichloroethene (TCE) of up to 130 micrograms per cubic meter ($\mu\text{g}/\text{m}^3$). Analytical results for contemporaneously collected air samples (July 11, 2014) from the first floor tenant suites (directly above the garage and Meter Room) reported TCE at low concentrations, below conservative human health risk-based screening values established by the San Francisco Bay Regional Water Quality Control Board (RWQCB) and United States Environmental Protection Agency (USEPA). Efforts to reduce TCE concentrations in the Meter Room are a precautionary measure taken at the request of the agencies.

1.1 DESCRIPTION OF AIR PURIFIER

An air purifier manufactured by AllerAir Model 6000 DX Exec air purifier was installed in the Meter Room to reduce concentrations of TCE (and other detected volatile organic compounds, or "VOCs") in the air within that space. The air purifier is approximately 23.5 inches in height by 15 inches in diameter and is mounted on rollers allowing relocation during times when Meter Room maintenance activities are necessary. The air purifier is fitted with a pre-filter and 36 pounds of activated carbon adsorbent, and can operate at a maximum flow rate of 400 cubic feet per minute (cfm). Air that enters the purifier passes through the activated carbon, allowing TCE from the air stream to be adsorbed to the carbon, and is vented back to the Meter Room.

The air purifier has operated continuously since it was installed on April 7, 2015.

1.1.1 Post Startup Sampling

On May 14, 2015, an air sample was collected in the Meter Room to assist in evaluating the effectiveness of the air purifier in reducing the concentration of TCE (and other VOCs). The sample was collected in a six-liter, individually-certified, Summa canister equipped with a flow



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controller set to collect a sample over an approximately 10 hour duration. The sample was submitted to Eurofins/Air Toxics Laboratory for analysis of select VOCs by U.S. EPA Method TO-15 in the selective ion mode (SIM). The reported TCE concentration was 16 $\mu\text{g}/\text{m}^3$, an 8-fold (approximately 88%) reduction compared to the sample collected on July 11, 2014.

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Operation of Air Purifier
July 23, 2015

2.0 OPERATION OF AIR PURIFIER

A copy of the manufacturer's Operation and Maintenance Manual for the air purifier is provided as Appendix A. Key elements of the operation and maintenance of the unit are discussed in the following subsections.

2.1 POWER REQUIREMENT

The air purifier is designed to operate using a standard 120 volts A.C. power supply equipped with a ground. A wall outlet for that purpose is located in the Meter Room.

2.2 PREFERRED PLACEMENT IN METER ROOM

For maximum efficiency, the unit has been placed near the center of the Meter Room. However, alternate positions may be used as long as there is no significant impediment to air circulation.

2.3 START-UP AND SHUT-DOWN

The air purifier is started by turning the flow control dial located on the side of the unit from the OFF position. The manufacturer recommends that upon initial start-up that the unit be operated in TURBO (maximum flow) mode for a few minutes to adjust the air flow patterns within the room. Flow rate can then be adjusted between TURBO and LOW settings.

Removal of VOCs is in part a function of residence time of chemicals on the carbon filter. Thus, maximum removal is achieved by running the unit in the LOW setting which allows for greater adsorption.

To shut down the air purifier, turn the control dial to the OFF position.

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Maintenance and troubleshooting
July 23, 2015

3.0 MAINTENANCE AND TROUBLESHOOTING

3.1 PERIODIC CHECKS

The AllerAir 6000 DX EXEC is designed to operate with minimal maintenance; however, according to the manufacturer, the pre-filter should be cleaned or replaced every one to two months. Accordingly, the unit will be checked once per month, assuming continued access.

During each periodic check, the following will be noted:

- o Date and time of check;
- o Operational status;
- o Flow setting of the air purifier; and,
- o Maintenance performed (e.g., pre-filter cleaning or replacement), if any.

Stantec Consulting Services, Inc. (Stantec) will perform the periodic checks and routine maintenance of the unit. The Stantec staff member with overall responsibility for scheduling, performance of routine checks and corrective measures is:

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3.2 ROUTINE MAINTENANCE

The AllerAir 6000 DX EXEC contains three serviceable components: the pre-filter; HEPA filter; and, activated-carbon filter pack.

3.2.1 Pre-Filter

The pre-filter is used to remove larger particles from the air stream, and should be cleaned or replaced every one to two months. When routine checks indicate the need to clean or replace the pre-filter, the following procedures will be used.

1. Turn unit off and unplug from wall socket.
2. Carefully lay unit on its side to access the underside of unit.
3. Slowly remove the pre-filter from the opening at the bottom of the unit and observe the overall condition of the filter. If tears or abrasions are noted, the filter should be replaced.



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Maintenance and troubleshooting
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4. If not damaged during removal, the filter can be cleaned by carefully vacuuming both sides and putting it back in place.
5. Replacement filters can be obtained from:
AllerAir (or local distributor)
1-888-852-8247
info@allerair.com
Part number A6FMP012.

3.2.2 HEPA and Carbon Filter

According to the manufacturer, the carbon filter should be replaced every 2 to 3 years, and the HEPA filter should be replaced every 3 to 5 years. As a conservative approach, the carbon filter should be changed after about 2 years of operation. Carbon and HEPA filter replacement is performed as follows.

1. Turn power off and unplug unit from wall outlet. Place unit upside down with wheels up.
2. Using a #2 Phillips screwdriver, remove 4 screws from base. Holding wheels lift base up and remove felt pad.
3. Placing thumbs on inner edge of the filters remove the carbon filter first followed by the HEPA filter.
4. Install new, carbon, HEPA filters and felt pad in reverse order. Replace the base and screw down.
5. Return unit to upright position, plug into wall outlet and turn on.

Carbon and HEPA filter replacements may be obtained from same source as pre-filter. When ordering specify the following part numbers.

Carbon Filter: A6FCW335

HEPA Filter: A6FH0411

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BUILDING 23 AIR PURIFIER OPERATING PLAN

Meter Room Air Sampling
July 23, 2015

4.0 METER ROOM AIR SAMPLING

Results from air testing conducted prior to installation of the air purifier have demonstrated that even when TCE concentrations in Meter Room air were as high as 130 $\mu\text{g}/\text{m}^3$, TCE was not present at levels of potential human health concern in the occupied first floor tenant spaces above the Meter Room. According to information from the property owner and/or building owner, the building will not be occupied after about September 2016, and the building is expected to be demolished and the property redeveloped thereafter.

Post-start up air sampling in the Meter Room indicated that the TCE concentration had declined by more than 80 percent (to 16 $\mu\text{g}/\text{m}^3$) after the air purifier was put into operation. This condition is expected to continue assuming ongoing operation of the air purifier, routine maintenance in accordance with manufacturer's recommendations, and conservatively assuming a steady-state source of TCE. As such, no additional Meter Room air sampling will be performed. The potential need for additional Meter Room air sampling should be re-evaluated if a notable change to site conditions is suspected, or if the expected property redevelopment does not occur.

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BUILDING 23 AIR PURIFIER OPERATING PLAN

annual o&m report
July 23, 2015

5.0 ANNUAL O&M REPORT

An annual report will be submitted to USEPA and the Water Board by April 15 following each year of air purifier operation, assuming continued access. The report will include hours of operation, noted downtime, maintenance activities performed and the results of any indoor air sampling and analysis.

APPENDIX A

ALLERAIR 6000 DX EXEC OPERATION AND MAINTENANCE MANUAL

TEN YEAR LIMITED WARRANTY

Your AllerAir unit comes with a 10-year limited warranty excluding expendable parts such as pre-filters and filters. This warranty provides for the repair of any defective components and labor for 5 years from the date of delivery. An additional 5-year warranty is provided on parts. This product is not covered against damage resulting from misuse. This warranty is provided to the original purchaser and may not be transferred. A return authorization number is required for warranty repairs. Please contact toll free 1-800-626-0664 for more information.

THE ALLERAIR AIR FILTRATION SYSTEM

ACTIVATED CARBON

Your AllerAir air purifier contains activated carbon that permanently traps dangerous airborne chemicals, gases and odors. This vital filter should be changed approximately every two to three years, depending on the environment in which the unit is operating. You can also upgrade your Exec, Vocarb or D unit at any time to accommodate a larger and deeper carbon filter suitable for removing heavier concentrations of chemicals, gases and odors.

PRE-FILTER

The pre-filter included with your unit removes larger particles and helps prolong the life of your HEPA filter. The pre-filter should be vacuumed or replaced every three months.

LASER TESTED, MEDICAL-GRADE HEPA*

HEPA or high-efficiency particulate air filters were originally developed by the military to remove radio-active dust, and are now the primary particle filtration systems used in hospitals, laboratories, electronic clean rooms and any application where clean air is critical. Today, HEPA filters are widely recommended by allergists, doctors and indoor air quality experts for home and office. They trap an amazing 99.97% of airborne particles at 0.3 microns, including dust, hair, pollen and even some bacteria and viruses.

Depending on the particle level in the environment in which the unit is used, your HEPA filter should be replaced every three to five years.

* Note that chemical and odor models D and DX feature a micro-particle filter which is rated to trap at least 95% airborne particles.

THE ALLERAIR ADVANTAGE

- Our units offer complete air filtration removing airborne chemicals, gases, odors and particles.
- Our deep bed, activated carbon filters last longer than the average thin filter which is generally carbon sprayed onto a synthetic material.
- Our units do not use dangerous ozone technology
- Our units are manufactured to clean your air and therefore are not made with a plastic housing, or other materials which may off-gas chemicals.
- Our units are powered by American-made motors that are energy efficient and cost only pennies a day to operate.

IMPORTANT NOTICE

PLANNING ON PAINTING YOUR HOME? READ THIS FIRST:

Particles from paint may clog your HEPA filter, therefore we recommended that users unplug their units and remove the HEPA filter, storing it off-site until the paint job is complete. Due to the serious toxic nature of paint it is also recommended that your carbon filter be replaced or refilled in the weeks after the paint job is complete.

See, Replacing HEPA and/or carbon filters, for instructions on how



Operation and Maintenance Manual



4000 - 5000 - 6000 Series Air Purifiers

Congratulations! You're moments away from fresher, cleaner indoor air. Your new AllerAir unit will combat many of the chemicals, gases, odors and particles responsible for poor indoor air quality (IAQ). Poor IAQ may cause or worsen allergies, asthma, multiple chemical sensitivities (MCS) and sick building syndrome. We recommend proper maintenance of your unit to keep it running efficiently for years to come.

Operation:

All units **except** D and DX models are shipped fully assembled and ready for use. (D and DX model owners may refer to their additional instruction sheet for filter installation, or refer to Page 6 of this booklet.)

NOTE: As original packaging is required for warranty returns, new AllerAir owners are advised to keep boxes and shipping materials.

Model # _____
Serial # _____

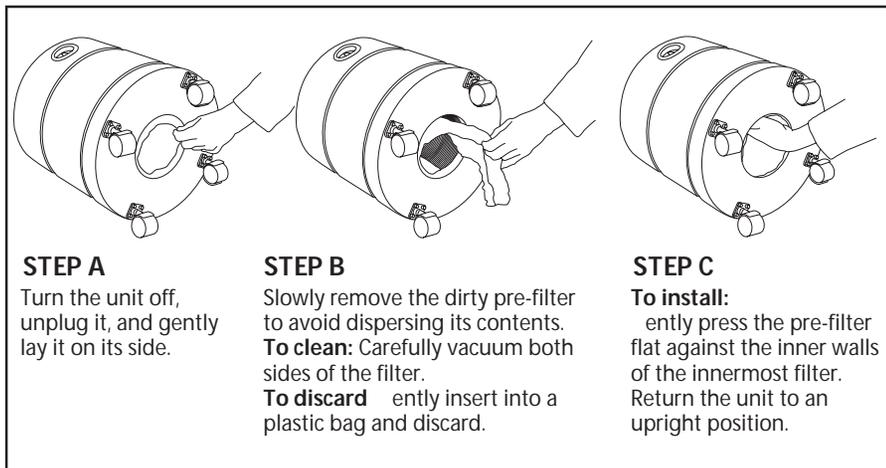
GETTING STARTED

- Keep packaging in case of warranty returns
- Wipe the unit with a soft damp cloth to remove any dust which may have accumulated during shipping
- Check the inlet opening for extra pre-filters if ordered. (Bottom of unit)
- Place the unit on its casters and plug it into a 120-volt outlet with ground
- Run the unit on TRO for a few minutes to re-adjust the airflow patterns in the room
- Depending on your interior conditions, you may choose to run the unit on HIGH during the day and on LOW at night*
- Running the unit on LOW is energy-efficient and increases the amount of air dwell time in the cleansing chambers

* Depending on interior dust conditions, or VOC's, chemicals, smoke or odors we suggest operating continuously on the low setting to allow for the longest dwell time and adsorption.

REPLACING OR CLEANING THE PRE-FILTER

We recommend cleaning or replacing pre-filters every one to two months.



Warning

Refrain from poking or sticking any object into the unit's air vent discharge.

Pre-filter Order Reference Numbers*

To order a new pre-filter, call toll-free at 1-800-626-0664 during regular business hours (EST), or send an e-mail to lito@allerair.com

Models	Prefilters	4000	5000	6000	Notes
Exec. Vocarb	Poly Prefilters	A4FMP006	A5FMP009	A6FMP012	packs of 4 or 8
DS Models	Tacky Prefilters	A4FMPS06	A5FMPS09	A6FMPS12	packs of 10
MCS Models	Cotton Prefilters	A4FCP016	A5FCP019	A6FCP022	packs of 6

*Please use the above part numbers when ordering your replacement parts

REPLACING UV BULB AND BALLAST

NOTE: ALWAYS UNPLUG UNIT FROM POWER SOURCE BEFORE PERFORMING ANY MAINTENANCE.

Step 1
Turn the unit off and **unplug** it. Gently turn it over and lay it upside down.

Step 2
Using a #4 Phillips screwdriver, remove the four screws that hold the base onto the unit.

Step 3
Gently grasp the wheels, and remove the lid by pulling gently.

Step 4
Remove the felt pad.

Step 5
Remove Filters
Remove the filter(s) according to the indicated directions.

Step 6
Remove the three screws in the filter end plate, and remove the end plate.

Step 7 For a 10-watt Bulb :

7A
4 pin socket

7B
Wing Nut

Step 7 For a 20-watt Bulb :

7A
Nylon wrap

7B
4 pin socket

Step 8
Place the new bulb in the holder. Make sure it is horizontal. Make sure it is not touching any of the other components.

Step 9
Replace the four-pin socket.

Step 10
Replace the filter end plate. Replace the screws, filter(s) and bottom with the screws.

A. Replug the four-pin socket from the bulb.

B. Loosen the wing nut that holds the bulb in place.

C. Carefully remove the bulb.

A. Carefully cut the band of nylon that holds the UV bulb in place. For shipping purpose only

B. Replug the four-pin socket.

C. Carefully remove the bulb.

A Message for the Client

The model you have selected is shipped in 2 separate boxes to protect certain components. The filter comes in one box, and the outer shell of the unit, containing the motor and the fan, comes in another. Filters must be installed before turning the unit on in order for it to work. AllerAir technicians recommend removing the base, installing the filter, and replacing the base according to the following steps:

FILTER ASSEMBLY D, DS and D

Step 1
Make sure the unit is set to **Off**, and **unplug** it. Lay the unit upside down, so that the wheels face up.

Step 2
Using a # Phillips screwdriver, remove the four screws that hold the base onto the unit.

Step 3
Lift the wheels. Remove the base by pulling gently on the wheels.

Step 4
Reach inside the unit, and remove only 1 of the 2 felt pads.

Step 5
Gently insert the carbon filter (either a Model D, DS or DX Carbon) into the unit, either end.

Step 6
Put back the felt pad removed in STEP 4.

Step 7
Replace the base, making sure the arrow on the gold sticker lines up with unit's rear seam.

Step 8
Replace the four screws.

Step 9
Turn the unit back onto its wheels. It is now ready for use.

REPLACING HEPA AND/OR CARBON FILTERS

STEP 1
Make sure the unit is set to **off** and the unit is **unplugged**. Place the unit upside down, so that the wheels face up.

STEP 2
Using a # Phillips screwdriver, remove the four screws that hold the base onto the unit.

STEP 3
Lift the wheels. Remove the base by pulling gently on the wheels.

STEP 4
Reach inside the unit, and remove felt pad.

STEP 5
First, **remove** the carbon filter. (pull up gently by placing thumbs on the inner side of the filter)

STEP 6
Then, **remove** the HEPA filter with the same technique.

STEP 7
Now, **place** the new HEPA filter into the unit.

STEP 8
Then, **place** the new carbon filter into the unit.
See page 5 for instructions on replacing carbon filling.

Step 9
Put back the felt pad removed in **STEP 4**.

Step 10
Replace the base, making sure the arrow on the gold sticker lines up with unit's rear seam.

Step 11
Replace the four screws.

Step 12
Turn the unit back onto its wheels. It is now ready for use.

HEPA CARBON FILTERS ORDER GUIDE

These replacement filters will extend the life of your AllerAir unit. Please be sure to follow the instructions for changing the filters in your unit.

We recommend changing pre-filters every two months, HEPA filters every three to five years, and carbon filters every two years.

Order Reference Numbers

Please use the numbers in the chart when placing your order.

Call Us Toll free: 1-800-626-0664 / Fax: 1-419-710-9876 www.allerairsolutions.com

or send an e-mail to lito@allerair.com

HEPA Filter Order Guide

Models	4000	5000	6000
Exec, Vocab	A4FH0411	A5FH0411	A6FH0411
MCS		A5FH0420	

NOTE: Please use the above part numbers when ordering your replacement parts

Microparticulate Electrostatic Filter Order Guide

Models	4000	5000	6000
D Models	A4FMR002	A5FMR002	A6FMR002
DX Models			
DS Models			
MCS Models			

NOTE: Please use the above part numbers when ordering your replacement parts. This is the filter that wraps around any D, DX, DS or MCS D carbon filter.

Replacement Carbon Filter Order Guide*

Models	4000	5000	6000
Exec Models 2"***	A4FCB320	A5FCB320	A6FCB320
Exec Models 2.5"***	A4FCB325	A5FCB325	A6FCB325
Vocab Models 2"***	A4FCB220	A5FCB220	A6FCB220
Vocab Models 2.5"***	A4FCB225	A5FCB225	A6FCB225
D Exec Models 3"	A4FCB330	A5FCB330	A6FCB330
D Vocab Models 3"	A4FCB230	A5FCB230	A6FCB230
DX Exec Models 3.5"	A4FCB335	A5FCB335	A6FCB335
DX Vocab Models 3.5"	A4FCB235	A5FCB235	A6FCB235
DS Models 3"	A4FCB620	A5FCB620	A5FCB620
MCS Models 2"	A4FCB120	A5FCB120	A6FCB120

*Please use the above part numbers when ordering your replacement parts.

If you have ordered a special blend of carbon in the past please let us know about it when ordering the replacement

**Please refer to your carbon filter depth when ordering a replacement

REFILLING THE CARBON CANISTER

Your AllerAir unit contains a refillable carbon filter. You may choose to refill it* or simply purchase a new filter.

Tools required:

Philips screwdriver, garbage bag large enough to hold all of the old carbon, rubber mallet. *When emptying the carbon filter, it should be placed on a newspaper or protective surface as it may release some carbon particles.

AllerAir makes a special funnel to evenly refill carbon filters.

Call Us Toll free: 1-800-626-0664 / Fax: 1-419-710-9876 www.allerairsolutions.com



STEP 1

Remove the carbon filter from the unit by pressing thumbs against the inner rim and pulling up.



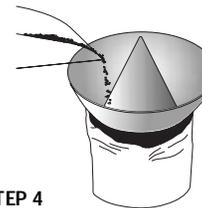
STEP 2

Evenly pull back the pre-filter to access the four screws at the top of the filter. Remove the screws with a Philips screwdriver and take off the lid of the filter.



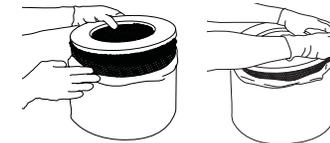
STEP 3

Discard all of the old carbon. Pour it into a garbage bag of adequate size and tie the bag shut.



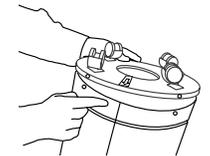
STEP 4

Pour in the new carbon, using a funnel if desired. As you pour, tap the sides of the filter with the rubber mallet to help settle the carbon granules.



STEP 5

When the filter is full, replace the lid and its screws. Adjust the pre-filter, and gently slide the filter back into the unit.



STEP 6

Replace the felt gasket. Replace the base of the unit. Align the arrow on the gold sticker with the unit's seam, and replace the four screws with a Philips screwdriver.

Order Reference Numbers

Empty Carbon Canisters Order Guide*

Models	4000	5000	6000	Notes
2" Canister**	A4FC0501	A5FC0501	A6FC0501	Exec and Vocab; MCS models
2.5" Canister**	A4FC1501	A5FC1501	A6FC1501	Exec and Vocab models
D Models	A4FC0503	A5FC0503	A6FC0503	
DX Models	A4FC1503	A5FC1503	A6FC1503	

*Please use the above part numbers when ordering your replacement parts. Please consult the Bulk Carbon Order Guide

**Please refer to your carbon filter depth when ordering a replacement

Bulk Carbon Order Guide*

Models	4000	5000	6000	Notes
Exec Mix	AM000911	AM000911	AM000911	
Vocab Mix	AM000912	AM000912	AM000912	
Tobacco Smoke Mi	AM000901	AM000901	AM000901	
MCS Mix	AM000912	AM000912	AM000912	
Special Blend Mix				please call

*Please use the above part numbers when ordering your replacement parts