

# **STANDARD OPERATING PROCEDURES**

5 prong round = mice and small rats

7 prong round = rats

Flat needles are also available from 2-6 prongs. These would be used for small to large wider tattoos such as on NHPs.

4. Place appropriate plastic needle cap into needle sleeve, and expose approximately 1-2mm of visible needle. Tattoo gun is ready for tattoo procedure.
5. Dip tip of assembled gun into ink without touching tip of needle to the ink well. Touching needle to ink well could potentially bend or break prongs of needles. Turn on tattoo gun either using foot pedal or button on top of pen and begin your procedure, re-inking as needed. Speed can be adjusted by rotating distal tip of pen where the on/off button is located. You may also need to adjust the needle cap for appropriate penetration depth.
6. To check quality of tattoo, you can swab tattooed area with tattoo oil immediately after tattoo is complete. If quality needs to be touched up, that can be done at this time.
7. Clean up:
  - a. Remove and dispose of needle cap.
  - b. Remove needle sleeve, take off needle and dispose of needle in sharps container. Wipe down needle sleeve with Sporicidin followed by 70% isopropyl alcohol and replace onto pen.
  - c. Replace transmission shaft as it becomes worn (i.e., when needle will not "snap" into place easily and will feel loose).
  - d. Wipe assembled pen with Sporicidin followed by isopropyl alcohol, and place into BioTouch case.
  - e. Clean up work area.

## **MAINTENANCE**

1. Inspect condition of unit and electrical cord/plug to ensure safe operation. Equipment determined to be unsafe will be removed from service immediately
2. Periodically inspect all parts for wear or any damage and report to Facility Manager.
3. Any additional service/maintenance on this equipment must be performed by qualified personnel.

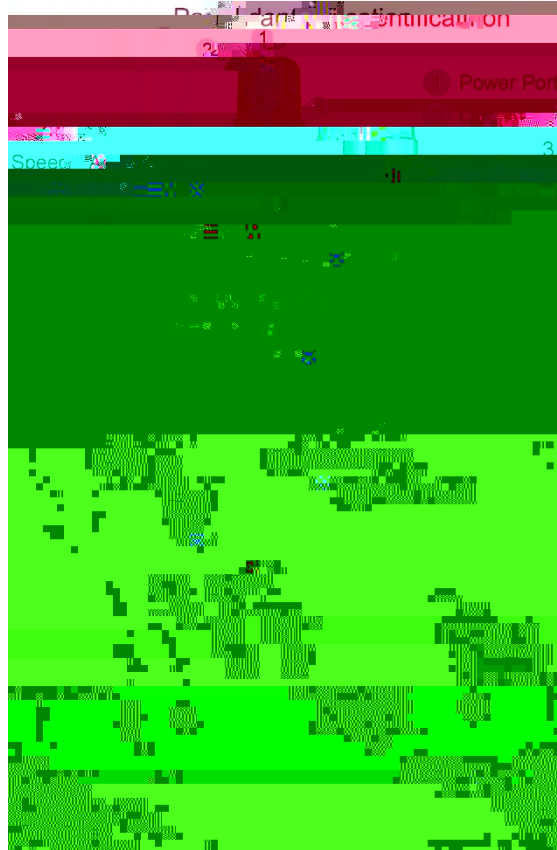
## **V. TROUBLESHOOTING**

1. Tattoo gun feels sluggish:
  - a. Make sure appropriate needle was chosen for job.
  - b. Tattooist may be trying to complete characters too quickly.
  - c. Tattooist may be trying to tattoo too deeply. Check needle cap for appropriate depth of needle.
  - d. Tattoo gun may not be warmed up. Remove needle and turn gun on to run 10 minutes.
  - e. Tattooist may not be holding tattoo gun perpendicular to surface being tattooed.

2. Tattoo gun needs to re-ink too often (e.g., after every character) or tattoo gun “spits” ink all over work area being tattooed.
  - a. Ensure appropriate size needle cap is in use. Too small of a needle cap will not allow ink to flow appropriately and frequent re-inking becomes necessary.
  - b. For ink that “spits” all over work surface, ensure an appropriate sized needle cap is in use. Too large of needle cap will allow ink to flow too readily.
3. Part Identification, see diagram.
4. Refer to the manufacturer's operation and maintenance manual

## VI. REFERENCES

1. Refer to the manufacturer's manual for additional information.



Approved:

Date: