



Petsch Respiratory Services

Call Us – Relax – Breathe Easier

3845 Martinez Boulevard

Martinez GA 30907

PHONE 706-863-6252 FAX 706-863-2337

www.petschrespiratory.com

OXYGEN TRAVEL POLICY

Petsch Respiratory Services will assist you in any reasonable way possible if you travel with your oxygen equipment outside of our coverage area (CSRA); however it is ultimately your responsibility to contact and make arrangements with a provider in your destination location. We are a locally based company and are unable to assist you in the event of an equipment failure which requires immediate attention if you are outside of our coverage area. We can help you troubleshoot problems over the telephone and are available 24 hours a day, 7 days a week with no answering service or answering machine and will do our best to walk you through some basic troubleshooting; however, in the event we are unable to resolve the problem over the telephone it is your responsibility to have alternative/local contact information on hand as you travel. We have many contacts in our industry and we can help guide you, in some cases, to a provider that might be located in your destination location.

We have the ability to provide portable oxygen concentrators (when available) at no additional charge. We do this as a benefit to our patients but there are a limited number of portable oxygen concentrators and they are reserved first come, first served. Portable oxygen concentrators are excellent machines and we service them regularly; however, they are a man-made product and are subject to failure at unpredictable times and should not be the only arrangements you have made in considering traveling with your oxygen.

We can also provide extra tanks for you to take when you travel outside of the CSRA.

**If you have any questions or concerns please feel
free to contact us 706-863-6252**



Petsch Respiratory Services

Call Us – Relax – Breathe Easier

3845 Martinez Boulevard

Martinez GA 30907

PHONE 706-863-6252 FAX 706-863-2337

www.petschrespiratory.com

GENERAL OXYGEN SAFETY

FIRE SAFETY

- OXYGEN IS NOT FLAMMABLE and WILL NOT EXPLODE! OXYGEN DOES SUPPORT COMBUSTION! This means oxygen will cause things to ignite easier and burn faster.
- Oxygen should be used in a well ventilated area, because it will accumulate around the immediate area. Never store or use oxygen in a confined space, such as a closet.
- **DO NOT USE PETROLEUM BASED PRODUCTS IN OR AROUND YOUR NOSE!** (Vaseline, Vick's, Chapstick, etc.) **OXYGEN CAN REACT WITH THESE PRODUCTS AND CAUSE BURNS!**
- Avoid open flames while using oxygen (matches, lighters, gas stoves, grills, space heaters, etc)
- **DO NOT SMOKE** within 8 feet of an oxygen patient or oxygen equipment.
- Avoid “friction” toys and electrical appliances which produce a spark (electric razors, hair dryer, etc)
- A **SMOKE DETECTOR** and **FIRE EXTINGUISHER**, in the home, are highly recommended when oxygen is in use
- Plan an **EVACUATION ROUTE** for you and your family in the event of a fire

STORAGE AND HANDLING

- Oxygen tanks should always be stored in a stand or cart to prevent tipping or falling. Extra oxygen tanks should be stored laying flat.
- Do not store oxygen tanks unsecured in the trunk of a car while transporting. Always secure oxygen in a vehicle to prevent it from shifting.

CONCENTRATOR SAFETY

- Concentrators are electrical devices which should only be plugged into a **PROPERLY GROUNDED OUTLET.**
- **DO NOT USE EXTENSION CORDS OR MULTI-PLUG ADAPTERS** (such as power strips)
- Avoid using power sources which create heat or sparks.
- Use a power source which meets or exceeds the amperage demand of the concentrator



Petsch Respiratory Services

Call Us – Relax – Breathe Easier

3845 Martinez Boulevard

Martinez GA 30907

PHONE 706-863-6252 FAX 706-863-2337

www.petschrespiratory.com

CONCENTRATOR OPERATING INSTRUCTIONS

Doctor's Prescription: Oxygen at ___liters per minute_____ (PRN, etc.)

1. CONCENTRATOR PLACEMENT

- a. Well ventilated area (**NOT IN CLOSET**)
- b. Away from walls, drapes, curtains, bedspreads, etc.
- c. Away from combustible materials (grease, lotions, solvents, etc.)

2. CONCENTRATOR USE

- a. Plug into appropriate electrical outlet. **DO NOT** plug into extension cord or multi-outlet adapters
- b. **DO NOT** use as a table-**NEVER** place anything on top of the concentrator (drinks, plates, books, covers, etc.)
- c. **TURN ON** concentrator with power switch
 - i. Motor should begin to run
 - ii. ALARM will sound for a few seconds until pressure is reached
- d. Adjust liter flow
 - i. Rotary Flow Control: turn the knob until prescribed liter flow appears
 - ii. Flow "Tube": adjust the knob until the **MIDDLE OF THE BALL** is at the prescribed liter flow
- e. Fit the nasal cannula to face
 - i. Insert the 2 prongs into nose: prongs must point upward and curve into nostrils
 - ii. Slide tubing over and behind each ear
 - iii. Slide adjuster upward under the chin (**NOT TOO TIGHT**)
- f. Use the concentrator
 - i. **AT THE PRESCRIBED LITER FLOW – NO MORE NO LESS**
 - ii. **FOR THE NUMBER OF HOURS EACH DAY AS PRESCRIBED**
 - iii. **FOR THE PRESCRIBED ACTIVITIES**

3. CLEANING AND DISINFECTING

- a. Clean tubing, nasal cannula, and humidifier jar as directed in the Cleaning instructions provided to you
- b. Wipe concentrator cabinet with clean, damp cloth. **NEVER SPRAY ANYTHING ON OR INTO CONCENTRATOR**
- c. Clean Air Inlet Filter or Vacuum Air Inlet Grille **WEEKLY** as instructed

4. PRECAUTIONS

- a. **NEVER SMOKE** while using the concentrator
- b. **KEEP AWAY FROM OPEN FLAME**
- c. Never use Oil Base products: Vaseline, chap stick, oily lotions/creams
- d. **NEVER CHANGE LITER FLOW** without doctor's permission

5. TROUBLESHOOTING

- a. If alarm sounds:
 - i. Make sure concentrator is still plugged into a **WORKING** outlet
 - ii. Check concentrator and or outlet circuit breaker
 - iii **USE BACK UP OXYGEN SUPPLY**

Call to obtain supplies, or if you have problems or questions



Petsch Respiratory Services

Call Us – Relax – Breathe Easier

3845 Martinez Boulevard

Martinez GA 30907

PHONE 706-863-6252 FAX 706-863-2337

www.petschrespiratory.com

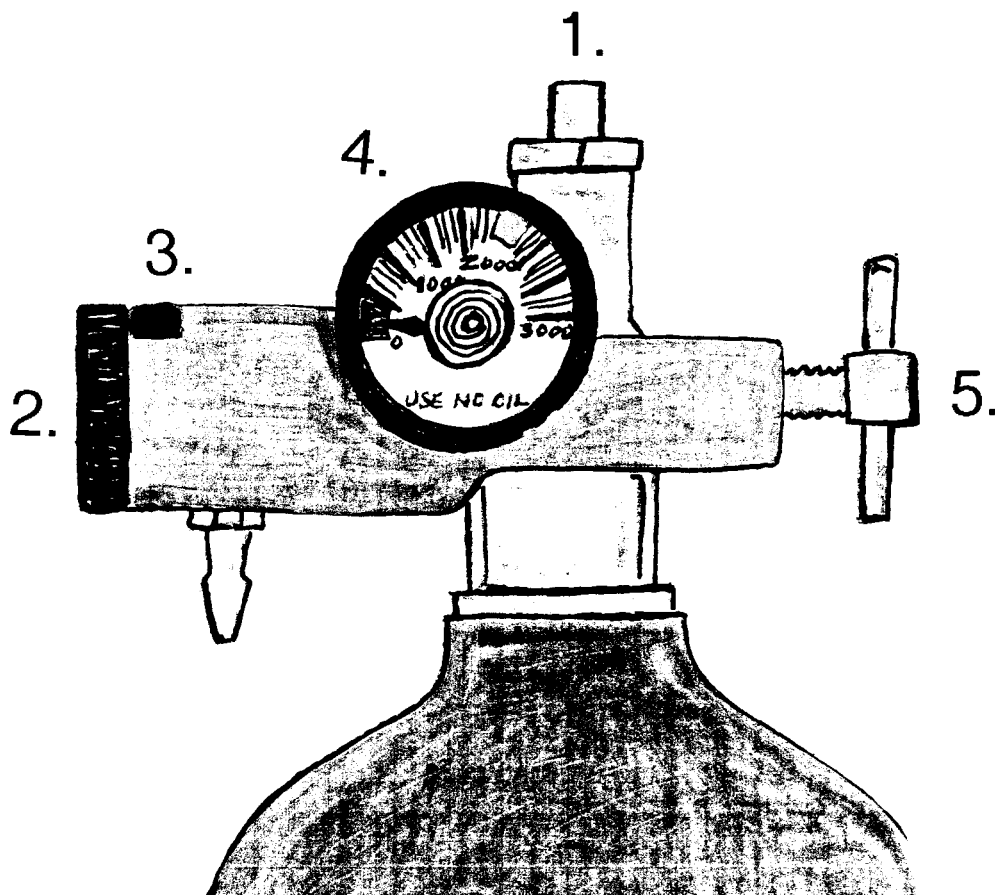
PORTABLE TANK INSTRUCTIONS

1. **MAIN VALVE:** This is the small flat post at the top of the tank used to turn the tank on or off.

TO TURN THE TANK ON: With the attached wrench, turn the valve $\frac{1}{2}$ to 1 full turn **COUNTER CLOCKWISE**.

TO TURN THE TANK OFF: With the attached wrench turn the valve **CLOCKWISE** until it stops.

2. **FLOW ADJUSTOR:** This is the black knob at the end of the regulator used to set the flow rate (how much oxygen is released from the tank per minute) prescribed by a physician. **DO NOT USE THIS KNOB TO TURN THE TANK ON OR OFF.**
3. **FLOW INDICATOR:** This is the small cutout near the flow adjustor. This shows the flow rate.
4. **CONTENTS GAUGE:** This is the gauge on the front of the regulator, it shows the amount of oxygen that is in the tank.
5. **“T” HANDLE:** This is on the opposite side of the flow adjustor. This is used to secure the regulator to the tank.





Petsch Respiratory Services

Call Us – Relax – Breathe Easier

3845 Martinez Boulevard

Martinez GA 30907

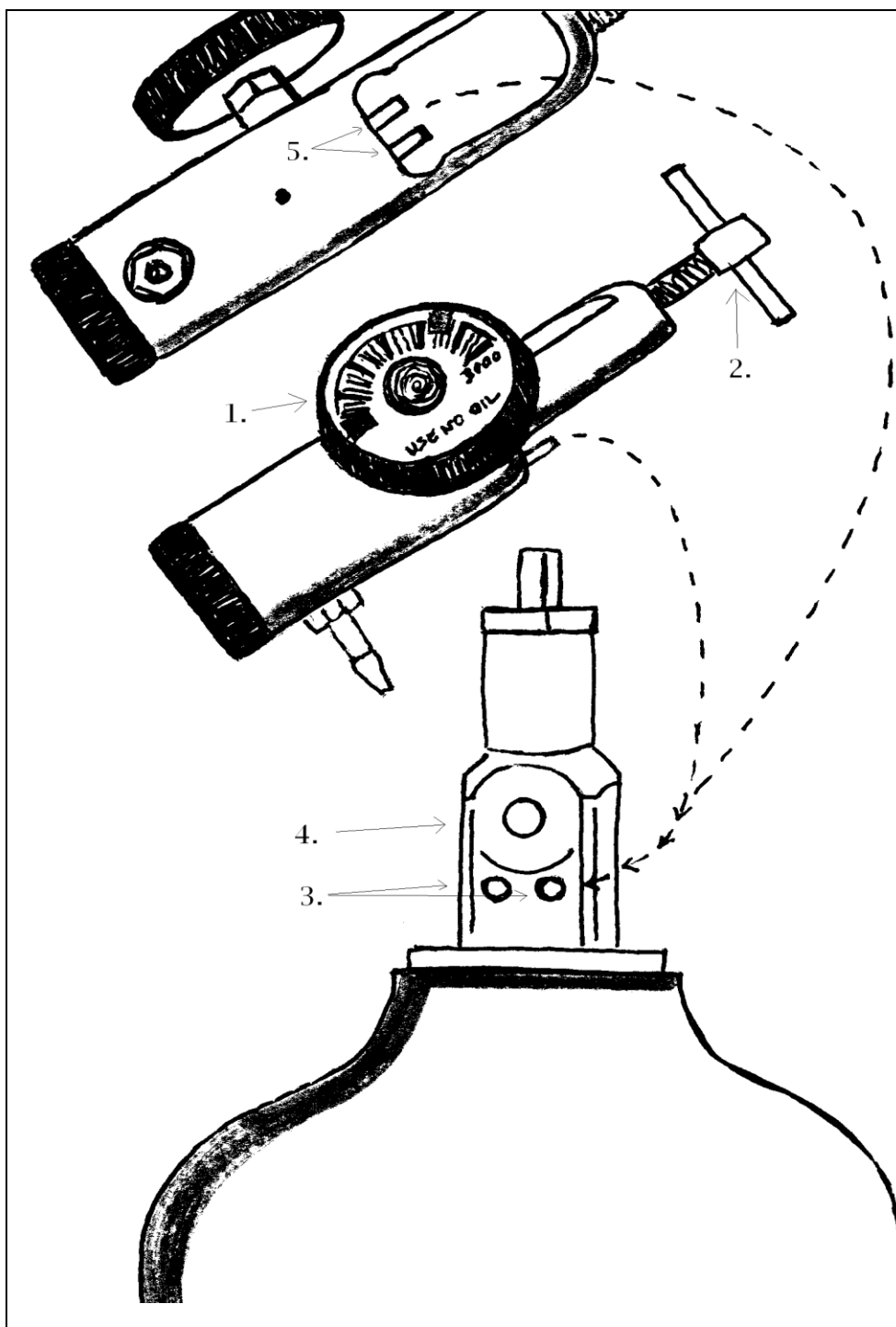
PHONE 706-863-6252 FAX 706-863-2337

www.petschrespiratory.com

TANK CHANGING INSTRUCTIONS

When the Contents Gauge (1.) needle points to the end of the red refill line the tank needs to be changed.

****NOTE:** when the needle first touches the red there is a $\frac{1}{4}$ of a tank left.....i.e. if you are on 2 lpm when the needle first touches the red you have about 1.5 HOURS LEFT**



A. Turn the tank off.

B. Using the “T” Handle (2.) loosen the regulator and remove from the tank.

C. Remove the empty tank from the cart or carrier and replace with a full tank.

D. Remove the plastic seal from the full tank to expose the Guide Holes (3.) and Flow Port (4.) on the tank.

E. Align the Guide Pins (5.) on the regulator with the Guide Holes (3.) on the tank.

F. Once aligned, tighten the “T” Handle (2.).

G. Turn the tank on and use as appropriate.

****NOTE**** if a “hissing” or leaking sound is heard, try to tighten the “T” Handle (2.) more. If this does not stop the noise check the regulator to see if the rubber washer above the Guide Pins (5.) is missing.

Call for any problems



Petsch Respiratory Services

Call Us – Relax – Breathe Easier

3845 Martinez Boulevard

Martinez GA 30907

PHONE 706-863-6252 FAX 706-863-2337

www.petschrespiratory.com

CLEANING AND MAINTENANCE

Oxygen Concentrator and Supplies

Concentrator Filters

-Clean Air Inlet Filter **WEEKLY** (if your machine has one)

OR

-Vacuum Air Inlet Grilles **WEEKLY** (if your machine has no filter)

Nasal Cannula

-Soak twice a week in a 1 to 1 mixture of white vinegar and water for 30 minutes/ rinse

-DISCARD EVERY 2 WEEKS, every week if you have a cold

Tubing

-DO NOT attempt to soak or clean tubing. Wipe with damp cloth if soiled.

Humidifier

-Refill with **DISTILLED WATER** daily. Discard remaining water before filling

-Soak weekly in a 1 to 1 mixture of white vinegar and water for 30 minutes/ rinse