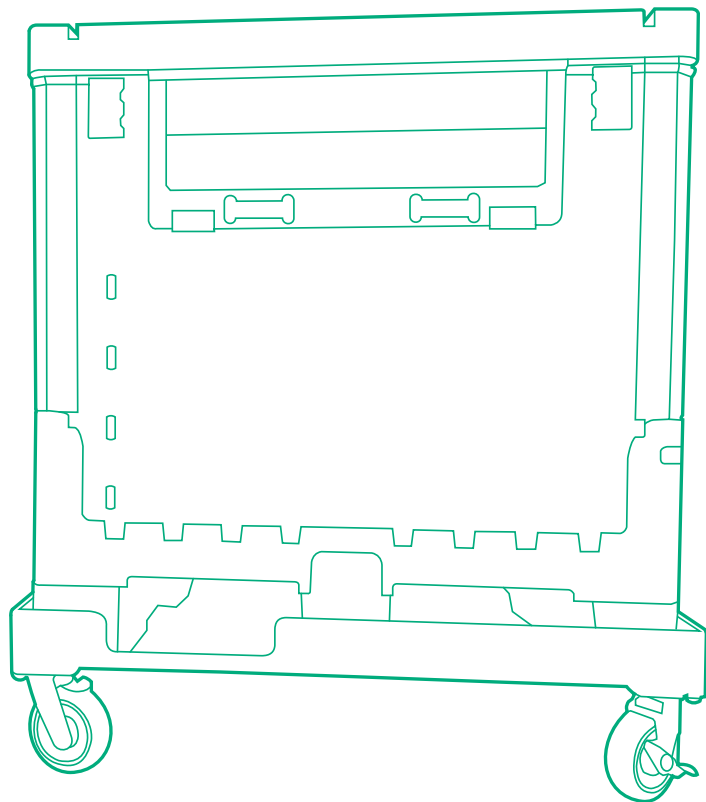


# ReadyToProcess foldable bins

## Instructions for Use



# Table of Contents

- 1 Introduction ..... 3**
- 2 Safety information ..... 4**
- 3 System description ..... 6**
  - 3.1 System overview ..... 7
  - 3.2 Foldable bins ..... 8
  - 3.3 Dolly ..... 11
- 4 Installation ..... 12**
  - 4.1 Delivery and storage ..... 13
  - 4.2 Preparing the dolly ..... 14
  - 4.3 Assembling the bin ..... 15
  - 4.4 Opening the bin ..... 22
  - 4.5 Installing a bag ..... 25
- 5 Operation ..... 32**
  - 5.1 Filling the bag ..... 33
  - 5.2 Emptying the bag ..... 34
  - 5.3 Removing the bag ..... 35
  - 5.4 Disassembling the bin ..... 36
  - 5.5 Moving the bin ..... 39
  - 5.6 Storing bins ..... 40
  - 5.7 Returning empty bins ..... 41
- 6 Maintenance ..... 42**
- 7 Reference information ..... 43**
  - 7.1 Specifications ..... 44
  - 7.2 Ordering information ..... 45

# 1 Introduction

## Read this before operating the product



**All users must read the entire *Instructions for Use* before installing, operating or maintaining the product.**

Always keep the *Instructions for Use* at hand when operating the product.

Do not install, operate, or perform maintenance on the product in any other way than described in the user documentation. If you do, you may be exposed or expose others to hazards that can lead to personal injury and you may cause damage to the equipment.

## Intended use of the product

ReadyToProcess™ foldable bins are holders that mechanically support and enhance the use of ReadyToProcess disposable bags.

The ReadyToProcess foldable bins are available in two sizes to fit disposable bags with 100 L, 200 L, 500 L, and 1000 L working volumes.

Before using the bins, read the instructions, including the safety precautions.

## 2 Safety information

### Introduction

This chapter describes the safety precautions for operating and maintaining the product.

### Important



#### **WARNING**

**Before installing, operating or maintaining the product, all users must read and understand the entire contents of this chapter to become aware of the hazards involved.**

### Definitions

This user documentation contains safety notices (WARNING, CAUTION, and NOTICE) concerning the safe use of the product. See definitions below.



#### **WARNING**

**WARNING** indicates a hazardous situation which, if not avoided, could result in death or serious injury. It is important not to proceed until all stated conditions are met and clearly understood.



#### **CAUTION**

**CAUTION** indicates a hazardous situation which, if not avoided, could result in minor or moderate injury. It is important not to proceed until all stated conditions are met and clearly understood.



#### **NOTICE**

**NOTICE** indicates instructions that must be followed to avoid damage to the product or other equipment.

## Safety precautions



### **WARNING**

**Risk of tipping or sliding.** Do not stack misaligned bins. Ridges on the lids of the bins allow for stable stacking of the bins when properly aligned.



### **CAUTION**

**Do not overfill the bin.** Do not exceed the maximum operating load of the bin. This can lead to malfunction and failure of the locking system due to overload.



### **CAUTION**

Do not fill the bin with liquid if the liquid temperature is outside the temperature range for the bag. Refer to the corresponding bag specifications for detailed information.

# 3 System description

## About this chapter

This chapter provides a description of the system and its component parts.

## In this chapter

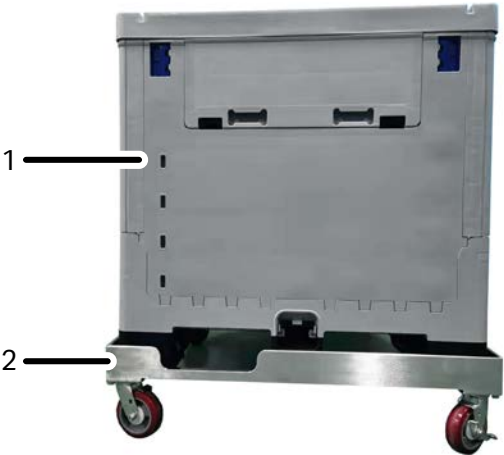
Section		See page
3.1	System overview	7
3.2	Foldable bins	8
3.3	Dolly	11

# 3.1 System overview

## Introduction

The ReadyToProcess foldable bins are composed by a bin, which is assembled on a dolly to facilitate operation and transport.

## Illustration of the system



Part	Description
1	Foldable bin
2	Dolly

# 3.2 Foldable bins

## Description of the foldable bins

The ReadyToProcess foldable bins are used for the storage of liquid contents in disposable bags.

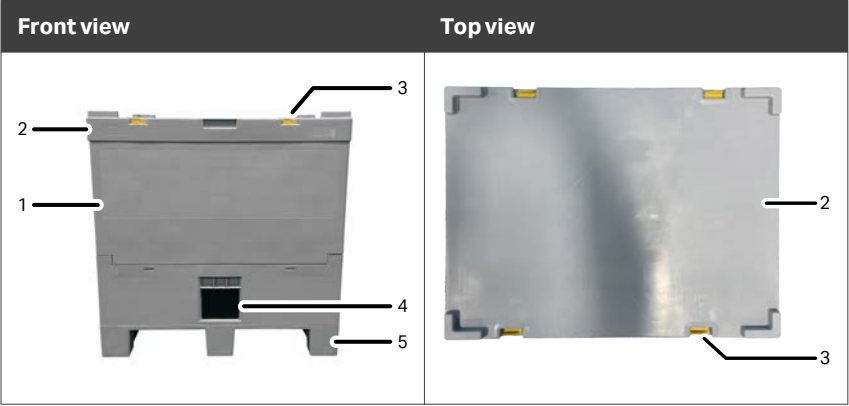
The bins are available in two sizes, for use with bags of compatible volumes, as specified below.

Bin	Bag volumes
100 L/200 L foldable bin	100 L and 200 L
500 L/1000 L foldable bin	500 L and 1000 L

**Note:** Refer to [Compatible disposable bags, on page 45](#) for a list of compatible bags.

## Illustration of the 100 L/200 L foldable bin

The illustrations below show a 100 L/200 L foldable bin.

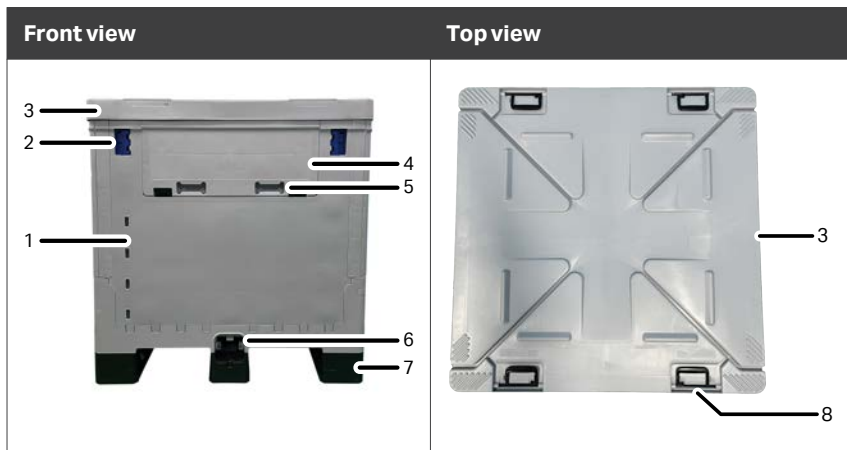


Part	Description
1	Wall, foldable. The walls are marked on the inner side according to their position on the bin ( <b>1 – 2</b> for the smaller walls, <b>3 – 4</b> for the larger walls).
2	Lid
3	Locking tab

Part	Description
4	Drain hole (not used)
5	Feet, nine in total

## Illustration of the 500 L/1000 L foldable bin

The illustrations below show a 500 L/1000 L foldable bin.

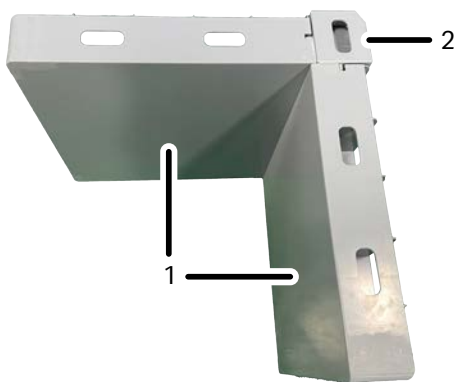


Part	Description
1	Wall, foldable. The walls are marked on the inner side according to their position on the bin ( <b>1 to 4</b> ).
2	Locking clip, to secure the wall in the unfolded position.
3	Lid
4	Drop-door
5	Drop-door handle
6	Drain hole (not used)
7	Feet, nine in total.
8	Lid handle, with locking function.

## Inserts

Inserts should be installed in the foldable bins, for appropriate fitting of the bags to the bins.

The illustration below shows the inserts for the 500 L/1000 L foldable bin.

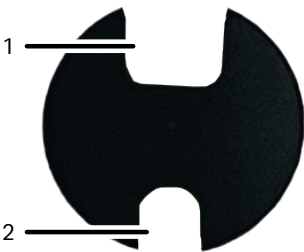


**Note:** Only one insert is used with the 100 L/200 L foldable bin.

Part	Description
1	Large inserts
2	Small insert

**Tubing adapter**

The tubing adapter is provided with the foldable bins. The tubing adapter is installed on the discharge hole at the bottom of the bin, for appropriate fitting of the tubing.



Part	Description
1	Insert for large tubing
2	Insert for thin tubing

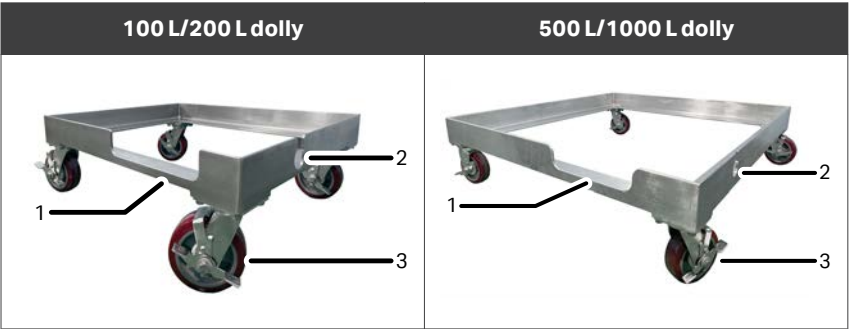
# 3.3 Dolly

## Description

The dolly allows for easier operation and transport of the ReadyToProcess bins. The dolly is available in two sizes, for use with the corresponding bin, as specified below.

Dolly	Bin
100 L/200 L dolly	100 L/200 L foldable bin
500 L/1000 L dolly	500 L/1000 L foldable bin

## Illustration of the dollies



Part	Description
1	Window, for tubing access.
2	Tubing insert.
3	Swivel caster wheel, with locking mechanism.

# 4   Installation

## About this chapter

This chapter provides information on how to assemble a bin and how to install a bag in the bin.

## In this chapter

Section		See page
4.1	Delivery and storage	13
4.2	Preparing the dolly	14
4.3	Assembling the bin	15
4.4	Opening the bin	22
4.5	Installing a bag	25

# 4.1 Delivery and storage

## Introduction

This section describes the requirements for receiving the delivery boxes and storing ReadyToProcess foldable bins before installation.

## When you receive the delivery

- Record on the receiving documents if there is any apparent damage on the delivered items. Inform your Cytiva representative of such damage.
- Move the delivery box to a protected location indoors.

## Storage requirements

The delivery boxes should be stored at a protected place indoors. The storage place for unopened boxes must meet the following requirement:

Parameter	Allowed range
Ambient temperature, storage	2°C to 45°C

## 4.2 Preparing the dolly

### Introduction

Before assembling the bin, the dolly must be placed in position and its caster wheels must be locked. Follow the instructions below to lock and unlock the caster wheels on the dolly.

### Lock and unlock the dolly



#### CAUTION

Lock all wheels on the dolly when the bin is not in use and before initiating any operation, to prevent unintended movement.

To lock the caster wheels, press the locking mechanism to the **ON** position.



To unlock the caster wheels, press the locking mechanism to the **OFF** position.



# 4.3    Assembling the bin

## Introduction

The bin is composed by four foldable walls and a locking lid. The following sections provide instructions on how to install the bin on the dolly and assemble the bin.

## Install the bin on the dolly

Before installing the bin on the dolly, make sure the caster wheels on the dolly are locked. See [Section 4.2 Preparing the dolly, on page 14](#) for instructions.

Step	Action
1	Using two persons on opposite sides of the bin, lift the bin from the bottom.
2	Place the bin on the dolly, with the drain hole of the bin facing the window on the dolly.



**Note:**  
*The bin can be installed on the dolly assembled and disassembled.*

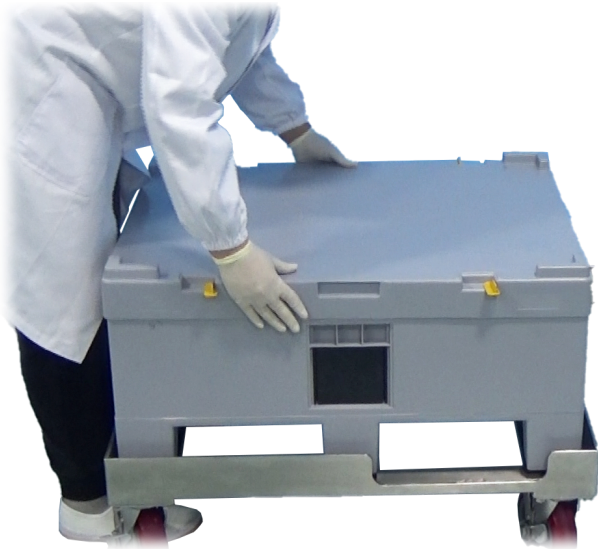
# Assemble the 100 L/200 L foldable bin

Step	Action
------	--------

- 1      Open all locking tabs on the lid.



- 2      Remove the lid from the top of the folded bin.



Step	Action
------	--------

- |   |  |
|---|--|
| 3 | Pull the top wall (wall <b>3-4</b> ) to an upright position. |
|---|--|



- |   |  |
|---|--|
| 4 | Pull the remaining walls to an upright position in the following order: <ul style="list-style-type: none"><li>• wall <b>3-4</b></li><li>• walls <b>1-2</b></li></ul> |
| 5 | Place the lid on top of the unfolded bin.  |
| 6 | Press down each corner of the lid for appropriate fitting to the bin.  |

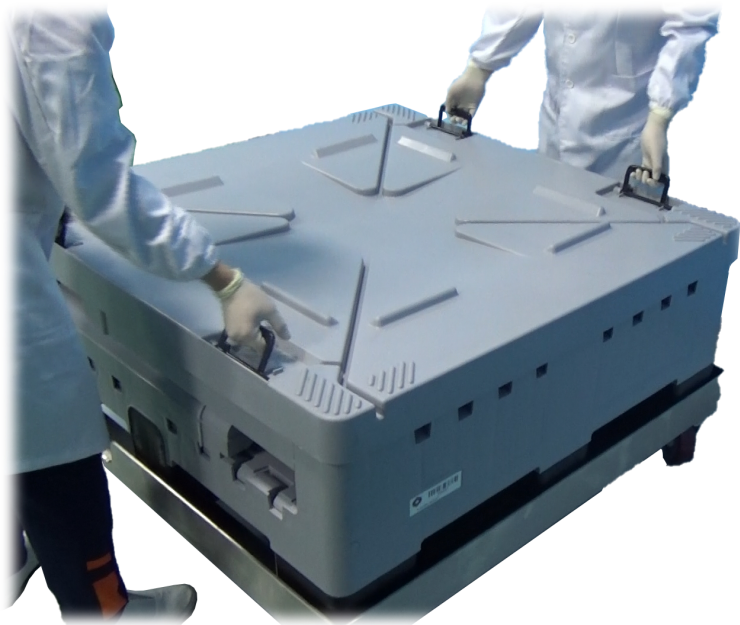
Step	Action
------	--------

- |   |                                    |
|---|------------------------------------|
| 7 | Close all locking tabs on the lid. |
|---|------------------------------------|



# Assemble the 500 L/1000 L foldable bin

Step	Action
1	Remove the lid from the top of the folded bin.



Step	Action
------	--------

- |   |  |
|---|--|
| 2 | Pull the top wall (wall 4) to an upright position. |
|---|--|



- |   |   |
|---|---|
| 3 | Pull the remaining walls to an upright position in the following order: |
|---|---|

- wall 3
- wall 2
- wall 1

**Note:**

*Make sure the locking clips in wall 1 clip into place.*

Step	Action
------	--------

- |   |   |
|---|---|
| 4 | Move all handles on the lid to the open position. |
|---|---|



- |   |   |
|---|---|
| 5 | Lift the lid from the handles and place it on top of the unfolded bin.  |
| 6 | Press down each corner of the lid and make sure the lower hedge of the lid touches the rim around the bin.  |
| 7 | Move the handles on the lid to the closed position. <ul style="list-style-type: none"><li>a. Rotate the handle upwards (1).</li><li>b. Slide the handle to the closed position (2).</li><li>c. Rotate the handle downwards (3).</li></ul> |









# 4.4 Opening the bin

## Introduction

This section provides instructions on how to remove the lid from an assembled bin and open the drop-door to facilitate installation of the bag.

**Note:** The drop-door is only available on the 500 L/1000 L foldable bin.

## Remove the lid

Step	Action				
1	Open the locking mechanisms on the lid, as indicated on the lid.				
<table><tr><th>100 L/200 L lid</th><th>500 L/1000 L lid</th></tr><tr><td></td><td></td></tr></table>		100 L/200 L lid	500 L/1000 L lid		
100 L/200 L lid	500 L/1000 L lid				
					
2	Lift the lid to remove it.				

## Open the drop-door

The drop-door is a feature on wall 1 of the 500 L/1000 L foldable bin. Follow the instructions below to open the drop-door.

Step	Action
------	--------

- |   |                              |
|---|------------------------------|
| 1 | Open both latches on wall 1. |
|---|------------------------------|



- |   |  |
|---|--|
| 2 | Push the drop-door upwards from the handles. |
|---|--|



Step	Action
3	Rotate the door outwards.

---



## 4.5 Installing a bag

### Introduction

The ReadyToProcess foldable bins, can be used with 100 L, 200 L, 500 L, and 1000 L bags. For appropriate fitting of the bags, inserts should be installed in the bin prior to installation of the bag.

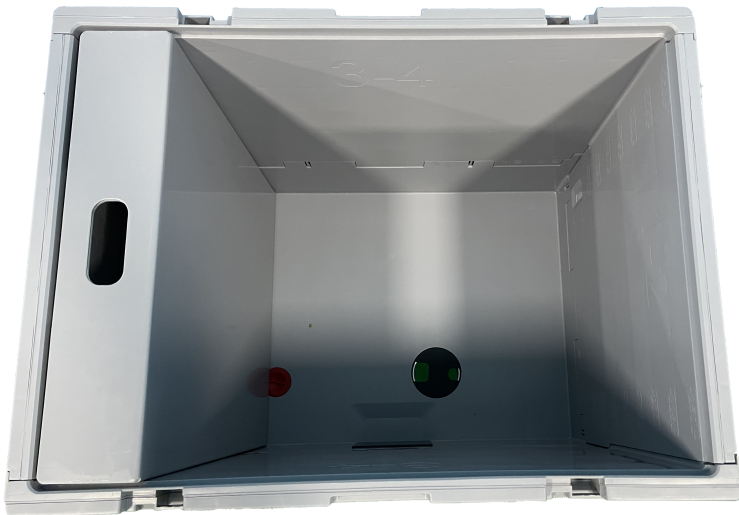


#### **NOTICE**

Do not install any insert when using the 1000 L bag.

### Install insert for 100 L and 200 L bags

To install the insert in the 100 L/200 L bin, place it against one of the walls **1 – 2**. Make sure the smooth face of the insert is facing inwards.



## Install inserts for 500 L bags

Step	Action
1	Place one of the large inserts against wall <b>2</b> . Adjust its position so that the thinner side of the insert is in contact with wall <b>3</b> .



**Note:**

*Make sure the smooth face of the insert is facing inwards.*

2	Place the second large insert against wall <b>4</b> . Adjust its position so that the thinner side of the insert is in contact with wall <b>1</b> .
---	---



**Note:**

*Make sure the smooth face of the insert is facing inwards.*

Step	Action
3	Insert the small insert on the corner between the two large inserts. Make sure the protrusions at the top of the small insert fit in the large inserts.



## Install the bag

Before installing a bag, make sure that the prerequisites below have been filled.

- The bin is correctly assembled.
- The interior of the bin is clean.
- The corresponding inserts are installed.



### CAUTION

Make sure the bag tubing does not touch the floor during installation of the bag.

Follow the instructions below to install a bag.

Step	Action
1	<p>Insert the bag in the bin, with the outlet tubing facing down and towards the discharge hole at the bottom of the bin.</p> <p><b>Note:</b>  <i>If you are using the 500 L/1000 L bin, open the drop-door to facilitate the installation of the bag. See <a href="#">Open the drop-door, on page 22</a> for detailed instructions.</i></p>

Step	Action
2	Remove the tubing adapter and pass the tubing through the discharge hole.



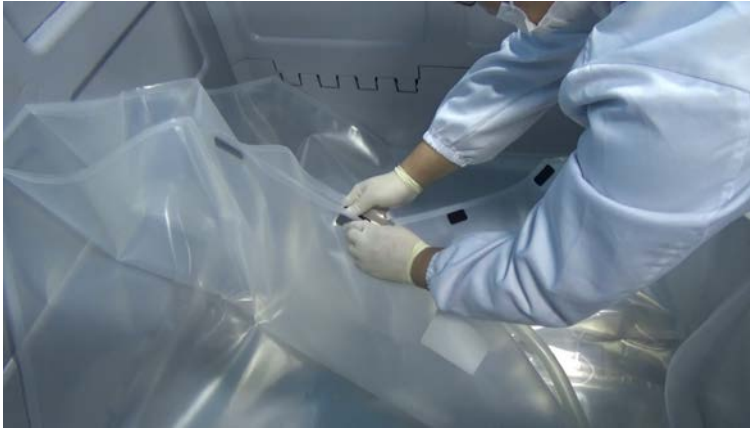
- |   |  |
|---|--|
| 3 | Partially pull the tubing from under the bin, through the dolly window. Secure the tubing to the tubing insert on the dolly. |
|---|--|



Step	Action
4	Fit the tubing adapter to the tubing and place the adapter on the discharge hole.



- 5 Press the bag flat on the bottom of the bin. Adjust the tubing from under the bin as needed and make sure the adapter and tubing remain in place.

Step	Action
6	If you are installing a 500 L or a 1000 L bag, adjust the top part of the bag by fastening the hook and loop at the edges.
	
7	If you are using the 500 L/1000 L bin, close the drop-door and the latches before filling the bag.

**Close the drop-door**

The drop-door is a feature on wall **1** of the 500 L/1000 L foldable bin. Follow the instructions below to close the drop-door.

Step	Action
1	Lift the drop-door to an upright position.
2	Press the drop-door down.
3	Close the latches.



Step	Action
4	(Optional) Insert cable ties through the holes on the drop-door.



**Note:**

*Perform this step as an extra security measure to secure the drop-door, if the liquid volume in the bag is expected to go above the drop-door hinges.*

# 5    Operation

## About this chapter

    This chapter provides information to safely operate the bins.

## In this chapter

Section		See page
5.1	Filling the bag	33
5.2	Emptying the bag	34
5.3	Removing the bag	35
5.4	Disassembling the bin	36
5.5	Moving the bin	39
5.6	Storing bins	40
5.7	Returning empty bins	41

# 5.1     Filling the bag

## Prerequisites

Before filling the bag installed on the bin, the following prerequisites must be taken into account:

- The corresponding inserts are installed on the bin.
- The drop-door is closed, if you are using the 500 L/1000 L foldable bin.
- The volume limit of the bag is respected.

## Volume limit of the bags

Bag volume	Volume limit
100 L, 200 L, and 500 L	15% above the bag nominal volume (e.g., 115 L volume limit for the 100 L bag).
1000 L	7% above the bag nominal volume (i.e., 1070 L).

## Fill a bag installed on the bin

To fill a bag installed on the bin, follow the corresponding instructions for the bag.

## 5.2 Emptying the bag

The ReadyToProcess bins are emptied through the discharge hole at the bottom of the bin. The bins can be emptied by gravity or with the assistance of a pump.

To empty the bag, follow the corresponding instructions for the bag.

# 5.3     Removing the bag

## Prerequisites

Before removing a bag from the bin, make sure that the bag is completely empty.

## Remove a bag from the bin

Step	Action
1	Close the clamps on all tubing and remove the tubing from the tubing insert on the dolly.
2	If using the 500 L/1000 L foldable bin, open the drop-door to access the bag inside the bin.
3	Carefully lift the bag and partially remove the tubing from the discharge hole on the bottom of the bin.
4	Remove the tubing adapter and pass the tubing through the discharge hole. Place the adapter into the discharge hole.
5	Fold all sides of the bag and remove it from the bin.
6	Dispose of the bag according to your procedures and local regulations.

# 5.4    Disassembling the bin

Make sure the bag has been removed from the bin. See [Section 5.3 Removing the bag, on page 35](#) for instructions.

Follow the steps below to disassemble the bin.

Step	Action
1	Remove the lid from the bin. See <a href="#">Remove the lid, on page 22</a> for detailed instructions.
2	Remove any inserts installed on the bin.
3	Push wall 1 inwards.

**Note:**  
*If using the 500 L/1000 L foldable bin, simultaneously press both locking clips on wall 1 to unlock and slightly push the wall inwards.*



Step	Action
------	--------

- |   |                               |
|---|-------------------------------|
| 4 | Lower the wall onto the base. |
|---|-------------------------------|



- |   |   |
|---|---|
| 5 | Repeat the steps <a href="#">step 3</a> and <a href="#">step 4</a> to fold down wall 2. |
|---|---|

Step	Action
------	--------

- |   |  |
|---|--|
| 6 | Lift wall <b>3</b> upwards to release (1), and fold down the wall onto the base (2). |
|---|--|



- |   |   |
|---|---|
| 7 | Repeat the previous step to fold down wall <b>4</b> . |
|---|---|

- |   |                                       |
|---|---------------------------------------|
| 8 | Put the lid on top of the folded bin. |
|---|---------------------------------------|

**Note:**

*If using the 500 L/1000 L bin, align the handles on the lid with the hinges from walls **3** and **4**.*

**Note:**

*Do not pull the disassembled bin from the lid handles. The lid does not lock to the folded bin.*

## 5.5 Moving the bin



### **CAUTION**

Do not move or transport an assembled bin if the bag in the bin is filled.



### **CAUTION**

Do not move or transport stacked bins.

ReadyToProcess foldable bins can be moved within your facility, assembled or disassembled, using the corresponding dolly.

To transport disassembled bins over longer distances, use a forklift.

## 5.6 Storing bins

### Storage of bins

The ReadyToProcess foldable bins can be stored in stacks, if the bins are disassembled.

**CAUTION**

Do not stack assembled bins.

**CAUTION**

To avoid tipping or sliding of the bins, make sure that stacked bins are properly aligned and do not stack bins of different types.

The table below indicates the stacking limits of each type of bin when disassembled.

Bin type	Max. stacked bins for storage
100 L/200 L foldable bin	4
500 L/1000 L foldable bin	3

## 5.7 Returning empty bins

To return an empty bin, make sure the bin has been properly disassembled and follow the recommendations in [Section 5.5 Moving the bin, on page 39](#).

# 6 Maintenance

## About this chapter

This chapter provides information on how to clean the bins. The ReadyToProcess foldable bins can be cleaned manually or using a washing machine.

## Clean manually

Before cleaning the bin manually, make sure that the bag and inserts have been removed, and that the bin is disassembled. For detailed instructions, see [Section 5.3 Removing the bag, on page 35](#) and [Section 5.4 Disassembling the bin, on page 36](#).

To wash the bin manually it is recommended to use high-pressure hot water. Follow the instructions below to clean the bin manually.

Step	Action
1	Remove the lid from the bin and wash it separately.
2	With the walls folded, wash the base and hinge areas of the bin.
3	Lift walls <b>3</b> and <b>4</b> and wash the side edges of the walls.
4	With wall <b>2</b> folded, wash its side edges. Then lift the wall to the unfolded position.
5	Repeat the previous step for wall <b>1</b> .
6	Make sure all walls are securely unfolded and tip the bin on one side.
7	Wash the skids, the bottom of the base, and the inside of the bin.
8	Lift up the bin and wash the outer surfaces of the bin.
	<b>Note:</b> <i>To avoid removing the barcode labels on the sides of the base, do not apply high-pressure water closer than 30 cm to the labels.</i>
9	Remove any water droplets from the walls and base of the bin, using a window scraper. If necessary use a cloth to wipe dry the bin surfaces.

## Clean using a washing machine

Before cleaning the bin, make sure that the bag and inserts have been removed. For detailed instructions, see [Section 5.3 Removing the bag, on page 35](#).

To clean the bin using a washing machine make sure that the bin is assembled and the lid has been removed from the bin. Wash the lid separately from the bin.

# 7    Reference information

## About this chapter

This chapter contains the technical specifications of the ReadyToProcess foldable bins. The chapter also includes ordering information.

## In this chapter

Section		See page
7.1	Specifications	44
7.2	Ordering information	45

# 7.1 Specifications

## 100 L/200 L foldable bin

Parameter	Specification
External dimensions, with lid (W × D × H)	805 × 609 × 833 mm
Internal dimensions (W × D × H)	740 × 540 × 660 mm
Folded height (disassembled)	383 mm
Weight	20 kg
Operational temperature	2°C to 45°C

## 500 L/1000 L foldable bin

Parameter	Specification
External dimensions, with lid (W × D × H)	1155 × 1155 × 1132 mm
Internal dimensions (W × D × H)	1065 × 1045 × 940 mm
Folded height (disassembled)	450 mm
Weight	88.5 kg
Operational temperature	2°C to 45°C

## 7.2 Ordering information

### Foldable bins and accessories

Product name	Product code
100 L/200 L foldable bin	29615905
500 L/1000 L foldable bin	29615904
100 L/200 L dolly	29615910
500 L/1000 L dolly	29615909
100 L/200 L insert	29615907
500 L insert	29615906

### Compatible disposable bags

Product name	Bag volume (L)	Product code
1000 L 2×0.5 IN CF 3FT 1PK (SE)	1000	29315681
1000 L 2×0.75 IN CF 3FT 1PK (RM)	1000	29315658
1000 L 3×0.5 IN CF 3FT 1PK (SE)	1000	29315661
1000 L 3×0.75 IN CF 3FT 1PK (RM)	1000	29260354
1000 L 3×0.75 IN CF 3FT 1PK (AQG)	1000	29495513
1000 L 2×0.75 IN CF 3FT 1PK (AQG)	1000	29495514
500 L 2×0.5 IN CF 3FT 2PK (RM)	500	29315198
500 L 2×0.5 IN CF 3FT 2PK (SE)	500	29315324
500 L 3×0.5 IN CF 3FT 2PK (RM)	500	29260258
500 L 3×0.5 IN CF 3FT 2PK (SE)	500	29315207
500 L 3×0.5 IN CF 3FT 2PK (AQG)	500	29495511
500 L 2×0.5 IN CF 3FT 2PK (AQG)	500	29495512
200 L 2×0.5 IN PORT 3 FT CF 4PK (RM)	200	29260253
200 L 2×0.5 IN PORT 3 FT CF 4PK (SE)	200	29298855
100 L 2×0.5 IN PORT 3 FT CF 5PK (RM)	100	29260189
100 L 2×0.5 IN PORT 3 FT CF 5PK (SE)	100	29298665



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29660357 AA V:1 04/2021