

PERFORM Operating Document

Removal of Standard EEG Cup Electrodes

PC-POD-FA -006-v01

Revision History

Version	Reason for Revision	Date
01	New POD	June/22/2015

Summary

The content of this PERFORM Operating Document (POD) provides guidelines for removal of standard EEG cup electrodes from the scalp.

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I. Definition of Terms

EEG	Electroencephalography
Instructor	Person that has attained an adequate level of certification and expertise which qualifies them to supervise and teach students.
PERFORM	The PERFORM Centre at Concordia University
PERFORM operating document (POD)	Operating documents that are specific to an instrument or technique that require approval by area managers.
Project Lead	The project lead is the person who is responsible for all aspects of a given project at PERFORM
Users	Person using space or equipment at the PERFORM Centre that has received adequate technical and safety training.

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2. Introduction

2.1 Background

When using adhesive paste electrolyte (or gel) instead of collodion, most electrodes can be removed quickly with warm water. The adhesive creams harden quickly after application and removal may be time consuming.

2.2 Purpose

To establish a standard operating procedure for the removal of EEG cup electrodes from the scalp.

2.3 Scope

This POD applies to all users and supervisors using EEGs cup electrodes at the PERFORM Centre, Concordia University.

2.4 Responsibility

It is the responsibility of user to remove electrodes from a participant in a safe and comfortable manner, as well as complete requisite training on EEG.

2.5 Equipment

- ♦ Adhesive tape remover
- ♦ Alcohol
- ♦ Aseptic-wipe
- ♦ Comb
- ♦ Face cloths (or cotton balls)
- ♦ Gloves (latex free)

3.0 Procedure:

1. Seat participant in the set-up area.
2. Dampen a clean face cloth (or cotton ball) with warm water
3. INSTRUCT SUBJECT TO CLOSE EYES.

To prevent flakes, alcohol or water from dropping into participant's eyes **when removing electrodes from any central and/or frontal site** (see PC-POD-FA-003-v01 Placement of Standard Electrodes) you **MUST** also:

- Tilt the participant's head back.
- Hold a dry face cloth over their forehead.

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4. Hold soaked facecloth (or wet cotton ball) over applied electrode site for 1 to 2 minutes, or until paste has softened and dissolved.
5. Remove the gauze patch and electrode by carefully pulling it free of hair. A comb may help break-up the residual paste.
6. Use the adhesive tape remover pads to remove any tape residue from the wires.
7. Repeat step 4 if electrode and/or gauze square cannot be easily removed.
8. Use alcohol to clean china marker from the skin.
Note: If the site looks irritated, or the participant complains of pain at the site, DO NOT USE ALCOHOL, clean the marks with soap and water. Be sure to document any skin irritation or participant complaint and inform the Project Leader.
9. Clean work areas with aseptic-wipe.

APPENDIX I

POD Training Record Form

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POD Title

Removal of Standard EEG Cup Electrodes

SOP Code

Ownership	Document type	Area	SOP Number	Version
PC	POD	FA	006	01

Training Record

Full Name	
Institution	
Contact (email or phone number)	

Signature

Sign here

Date