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BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division	NUMBER IH51200
	REVISION SHSD FINAL Rev. 0
INDUSTRIAL HYGIENE GROUP Standard Operating Procedure: Program Procedure	DATE 07/16/02
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SUBJECT: SHSD IH Laboratory Equipment Request Procedure	

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The screenshot shows a web-based form titled "Industrial Hygiene Equipment Request Form". At the top, it says "Safety & Health Services Industrial Hygiene". Below the title, there are instructions: "Please do not use this form to request equipment for monitoring areas. This form is for use only for equipment requests. Use the appropriate form for monitoring areas. Please contact the appropriate person for more information." The form is divided into two main sections: "Contact Information" and "Personal Area Equipment Monitoring Information". The "Contact Information" section has fields for Name, Phone Ext., E-mail, Fax, and Title. The "Personal Area Equipment Monitoring Information" section has fields for Name, Phone Ext., and E-mail. There is also a "Request Life Cycle" field and a "Requester" field. The form is part of the SHSD Industrial Hygiene Group's Safety & Health Services.

1.0 Purpose & Scope

This document describes the accepted procedure for requesting SHSD IH Group monitoring equipment via the SHSD IH Group web based request system. The goal of the procedure is to provide a quick and accurate protocol for requesting SHSD IH equipment with e-mail documentation of the request. It also allows rapid feedback when equipment is unavailable for the expected timeframe. When equipment requests are documented via this system, the equipment can be assembled, calibrated and available at the desired pick-up time. The procedure pertains to sampling trains set up with vacuum pumps and associated media as well as direct reading/data logging instrumentation.

2.0 Responsibilities

- 2.1 **Program Administration:** This procedure is administered through the SHSD Industrial Hygiene Group. Members of the SHSD Industrial Hygiene Group, the Radiological Control Division Facility Support Group, Plant Engineering, and other BNL ESH&Q related organizations that use IH Group equipment are required to follow this procedure.

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2.2 **Equipment Custodian:** Persons of the Industrial Hygiene Group are authorized to maintain and oversee the distribution of equipment from the SHSD IH Laboratory.

2.3 **Equipment Requester:** The *Equipment Requester* is responsible to complete all steps in this SOP.

3.0 Definitions

3.0 **Equipment Requester:** A person who checks-in and/or checks-outs BNL SHSD IH Group monitoring equipment from the Industrial Hygiene laboratory.

3.1 **Equipment Custodian:** A person with demonstrated competency who is responsible for the overall maintenance and control of IH monitoring equipment issued from the Industrial Hygiene laboratory.

4.0 Prerequisites:

4.1 Users of this procedure must be properly trained as per Section 7.

5.0 Precautions

5.1 **Personal Protective Equipment:** The use of personal protective equipment to access a computer or to enter the IH Laboratory to conduct activities assigned in this SOP is not required.

5.2 **Environmental consequences and Waste generation:** The requesting of equipment using this SOP does not create any environmental consequences or generate any hazardous waste.

5.3 **Radiation Contamination:** The requesting of equipment using this SOP does not create any Radiation Contamination.

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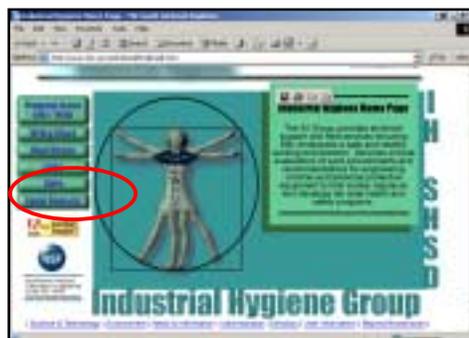
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6.0 Procedure

6.1 Equipment

- Computer access to the SHSD IH web page at <http://www.bnl.gov/esh/shsd/ih/execa/EquipmentRequestForm.asp>

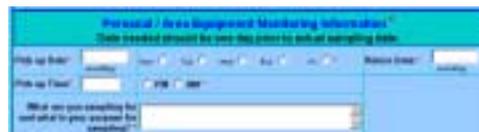
- 6.2 Access the web based *Industrial Hygiene Equipment Request Form* by clicking the <Equip Request > button on the SHSD IH Group home web page.



- 6.3 Complete the *Contact Information* section on the form. (Fields that have an asterisk are required fields. The form will not be accepted without completing these fields.)



- 6.4 Complete the *Personal/Area Equipment Monitoring Information* including pick up dates/project duration/purpose. (There is no verification of data input so be sure the date and day of week match. This will reduce any delay in processing the form/equipment.)



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- All equipment is to be returned the following day unless specified.
- When the return date is longer than one day, it is necessary to inform the IH Lab in the appropriate field.
- If multiple days of sampling are required, equipment calibration and recharging requirements must be met. Please include these comments in the “What are you sampling for and what is your purpose for sampling?” box. Keep this short and if a specific sampling/analytical method is known also report this here.

6.5 Complete the **Sample Location Information** section of the web form. Sample location information entries are required fields. If you don't know the location, select the blank response from the drop down list.



6.6 Complete the section **Air Sampling Pumps for Airborne Contaminants** when requesting air sampling pumps or badges. There are four identical boxes for requesting this type of equipment. You may select one or more pumps for each of four separate analytes.



- The Contaminant field has a drop down list with routine types of contaminants monitored at BNL. You may select the **Other** category if your analyte is not on the list. Then type in the contaminant name below under **Other Contaminant**.
- The *number of consecutive days you need this pump* is intended to provide the IH Lab with information pertaining to calibrating/recharging additional equipment in a rotating cycle.

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6.7 Complete the *Direct Reading Instruments* section to request direct reading instrumentation. Check the desired piece of equipment from the equipment list.

- This section is grouped into *Noise, Non-Ionizing Radiation* and *Other* types of monitoring equipment. You may request as many of each type that is available.
- Indicate the number of each type instrument being requested by the drop down list.

- For the MSA Detector Tube Pump you must indicate the chemical contaminant that is to be monitored, and where multiple tubes are available for the same contaminant such as carbon monoxide, the level of detection required. (Note: MSA detector tubes are not to be used for compliance sampling and the IH lab stocks only a few common tubes. Others must be special ordered.)

6.8 When completed, submit the form by clicking on the **Submit** button at the bottom of the form. A pop-up message will appear indicating that your request has been received and is being sent to the IH Lab.

6.9 Shortly thereafter you will receive a confirmatory e-mail at the e-mail address that you entered in the *Contact Information* section. This verifies that your request has been submitted. It does not guarantee that the equipment is actually available. [If the web-based form is not used and a hardcopy (obtained from the IH Laboratory) is completed, there will not be an e-mail confirmation of the request.]

6.10 A copy of the request will print out automatically at the IH Lab Equipment Check-out printer. Each morning the printouts are reviewed by the IH Group Equipment Custodian.

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6.11 If there is any discrepancy or the equipment is unavailable during the period you requested, the IH Equipment Custodian will contact you for clarification.

- Requests may not be reviewed until the next morning, so the requestor should plan ahead and request equipment at least 24 hours prior to pick-up.
- In case of urgent need for equipment, call the *Equipment Custodian* at x-3900 to alert the custodian of the need and to determine the availability of the equipment.

7.0 **Implementation and Training: Qualification Criteria:** Only individuals who have demonstrated knowledge of this procedure to the satisfaction of the IH Group Leader, or his designee will be qualified to perform in the role of *Equipment Custodian* and *Equipment Requester*.

8.0 **References**

- 8.1 IH 51500 Equipment Check In/Out Procedures
- 8.2 IH 60300 Chain of Custody Procedures

9.0 **Attachments**

- 9.1 *IH Equipment Request Form*

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Attachment 9.1

IH Laboratory Equipment Request Form