

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division	NUMBER IH51500
	REVISION FINAL Rev. 0
INDUSTRIAL HYGIENE GROUP Standard Operating Procedure: Program Procedure	DATE 07/17/02
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SUBJECT: SHSD IH Laboratory Equipment Check-in/Check-out Procedure	

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BROOKHAVEN
NATIONAL LABORATORY

Safety and Health
Service Division
Industrial Hygiene
Laboratory

IH Equipment Checkout
IH Sample Check-in

Print Name

|||| | | |||| | ||||

1.0 Purpose & Scope

This document describes the accepted procedure for check-in and check-out of SHSD IH Group monitoring equipment using the *Intellitrack*® Database system. The goal of the procedure is to provide a uniform methodology/protocol to control access and availability of the SHSD IH equipment. When equipment-tracking integrity is maintained and documented via this system, the equipment will be maintained within calibration and the availability will be maximized. Strict adherence to the SOP by the IH Group and other BNL organizations will ensure that the equipment is maintained in the highest state of calibration and readily available during emergencies, scheduled time off-site for repair and calibration, and periods of peak demand. This procedure does not pertain to sampling trains set up with vacuum pumps and associated media.

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.
- 2.2 **Equipment Custodian:** Only persons of the Industrial Hygiene Group who have demonstrated competency in this procedure, in accordance with Section 7, are authorized to maintain and oversee the distribution of equipment from the SHSD IH Laboratory.

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

3.0 Definitions

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

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

4.0 **Prerequisites:** Qualification as per Section 7.

4.1 No user should check-out equipment unless properly trained in the safe and proper handling/usage of that particular piece of equipment.

4.2 Personnel who use this procedure are required to read the *IH Group Equipment Use Policy* (Attachment 9.3), comply with its provisions, and signify agreement by signing a copy of the Attachment 9.3.

5.0 Precautions

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

5.2 This SOP does not create waste or have an environmental impact.

6.0 Procedure

6.1 **Equipment**

6.1.1 *IH Equipment Check-out Authorization Card* with SHSD IH Lab User ID# assigned (see Attachment 9.1).

6.1.2 Computer with *Intellitrack*® Program and Barcode Scanner (located in Building 120, Room 1-24).

6.1.3 Instruments and Monitoring Equipment (located in Building 120, Room 1-24).

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6.1.4 IH Equipment check-out calendar (located on side of storage cabinet in Building 120, Room 1-24).

6.2 Preparing for Checkout of equipment

- 6.2.1 The *Equipment User* should have already requested the instruments to check out through the web based equipment request form using the SOP IH51200. This logs the equipment use for tracking purposes. If IH51200 request has not been used, STOP and complete the electronic request for the equipment. (This may be done on the equipment checkout computer in Room 1-24).
- 6.2.2 The Equipment Calendar will reflect the dates your equipment is reserved using IH51200. If you had not previously requested the instruments using IH51200, check the calendar to ensure the equipment is not reserved for another user. Record the appropriate information on the calendar including your name, dates needed and specific instruments to be borrowed.
- 6.2.3 Gather all equipment to be checked out near the check out computer. You will need to open the cases and scan the barcodes affixed to the instruments.

6.3 Opening the *Intellitrack*® software to begin Check-in or Check-out. (An IH Equipment Custodian is not necessary to complete this check-out/in procedure but will be available for assistance as necessary.)

- 6.3.1 Check to ensure the equipment database computer is turned on and logged into the internet and BNL web. If not, contact an IH Equipment Custodian.
- 6.3.2 If the *Intellitrack*® software is not open click on the shortcut to IT Check icon.
- 6.3.3 Log in
 - 6.3.3.1 *Username*: checkout.
 - 6.3.3.2 *Password*: checkout.
 - 6.3.3.3 Click on the OK button.

6.4 To Check Out Equipment

- 6.4.1 At the main *Intellitrack*® menu screen, click on the CheckOut button.
- 6.4.2 The cursor moves to the Checkout ID field.
- 6.4.3 Scan your *IH Equipment Check-out Authorization Card* or enter the (5) digit number.
- 6.4.4 Press *Enter* and the database fills in your name and division. Note: If you have Past Due equipment a pop-up will ask if you want to view a list of

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past due equipment. To view the past due report click **yes** and follow section 6.6. To continue click **No**.

- 6.4.5 Enter the IH project number if known or your project reference number: hit enter.
- 6.4.6 Scan the IH barcode on the equipment to be borrowed. The equipment information is automatically entered into the form. Note: If equipment is past due for calibration a pop-up will ask if you want to continue. No equipment should be checked-out if past the calibration date. Click **No** then continue with the next item to be checked out.
- 6.4.7 Continue scanning equipment until all equipment is scanned.
- 6.4.8 Click on the return button (open folder with arrow). The main menu appears and all information is saved.
- 6.4.9 You may now gather the equipment and leave the IH Equipment Laboratory.

6.5 To Check In Equipment

- All IH equipment must be returned on time to the IH laboratory in a clean and reusable condition.
- If portable equipment has a rechargeable battery pack, the pack should be put on the appropriate charger or left with a note so the Laboratory Custodian will know that it needs to be recharged.
- Any indications of inaccuracy or malfunctioning should be reported to the Laboratory Custodian immediately in writing.
- The user should first review the IH Equipment Calendar and record that the equipment has been returned. Proceed to computerized check-in.

6.5.1 At the main menu screen, click on the **Check-in** button.

6.5.2 Scan the barcode on the item to be returned. Note: if you have Past Due equipment a pop-up will ask if you want to view a list of past due equipment. To view the past due report click **yes** and see section 6.6. To continue click **No**.

6.5.3 When all items to be returned have been scanned click the Return Button (open folder with arrow) and the main menu will appear.

6.5.4 Items have now been checked-in and are to be placed on the Equipment Return Shelves.

6.6 To view the Past Due Report from the pop-up query and then return to the current action.

- 6.6.1 Click on the **Yes** Button.

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- 6.6.2 Then click on *Past Due Report* button (or scroll through the list as shown) to view a list of past due items.
- 6.6.3 You may need to enlarge the view and then click on the report page to see entire page. You can click anywhere on the report page to enlarge that section for better viewing.
- 6.6.4 Close the report then click on the *Past Due Button* to return to the previous screen and continue.

6.7 To view the Past Due Report from the main menu.

- 6.7.1 You may close out all views from wherever you are to return to the main menu.
- 6.7.2 Click on the *Reports Button*.
- 6.7.3 Double click on the *Check In/Out past Due Report* selection.
- 6.7.4 Click on *Select By: Checkout ID* then select your *IH Equipment Check-out Authorization Card* number.
- 6.7.5 Click on the *Report Icon* (Page with Magnifying Glass) and a report pop-up appears.
- 6.7.6 Click to enlarge, scroll through to view and when completed you can print to the local printer or close the report.
- 6.7.7 Close the *Past Due Report Page* (click on the return icon).
- 6.7.8 Close the *Report Page*.
- 6.7.9 The software returns to the *Main Menu Page* and you are finished.

6.8 To view a list of items checked out to you from the main menu

- 6.8.1 Click on *Reports*.
- 6.8.2 Double click on *Checked Out Items by Cust/Emp ID*.
- 6.8.3 Select your checkout ID - type in your *IH Equipment Check-out Authorization Card* number or delete the word *all* and scan your card.
- 6.8.4 Select *Report Icon*.
- 6.8.5 Enlarge view and scroll through or print to local printer.
- 6.8.6 Close *Report*.
- 6.8.7 Click on *Return* button to close *Checked Out Items Pop Up*.
- 6.8.8 Click on *Return* button to close *Report Pop-up* and the software returns to the *Main Menu*.
- 6.8.9 Review the printout and if you find one or more discrepancies please notify IH personnel immediately.

7.0 Implementation and Training

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- 7.1 **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 User* and be allowed to take out and bring back monitoring equipment to the IH Laboratory. Qualification of demonstrated competency shall be by:
- 7.1.1 Specific knowledge of this procedure shown by an ability to answer questions.
 - 7.1.2 Visual observation of a simulated equipment sign-in and sign-out.
- 7.2 The IH Group Leader or designee will prepare an ***IH Laboratory Check-in/out Authorization Card*** for all persons meeting qualification. Persons not meeting the qualification will not be issued a card. Persons failing to comply with this SOP will have the card rebuked.

8.0 References

- 8.1 Intellitrack Operations Manual.

9.0 Attachments

- 9.1 ***IH Laboratory Check-in/out Authorization Card Sample***
- 9.2 ***IH Laboratory Check-In/Out Equipment Photo***
- 9.3 ***IH Laboratory Check-In/Out Equipment Policy***
- 9.4 ***IH Laboratory Check-in/out Qualification Record***

The only official copy is on-line at the SHSD IH Group website.
 Before using a printed copy, verify that it is current by checking the document issue date on the website.

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10.0 Documentation

Document Review Tracking Sheet		
PREPARED BY: <i>(signature and date on file)</i> J. Peters Author Date 04/16/02	REVIEWED BY: <i>(signature and date on file)</i> R. Wilson <i>(signature and date on file)</i> R. Selvey Date 04/20/02	APPROVED BY: <i>(signature and date on file)</i> Group Leader Date 07/17/02
Filing Code: IH52QR.02	DQAR Date	Effective Date: 07/17/02

Periodic Review Record		
Date of Review	Reviewer Signature and Date	Comments Attached

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Attachment 9.1

IH Laboratory Check-in/out Authorization Card Sample

The diagram shows an orange authorization card with the following text and fields:

- BROOKHAVEN NATIONAL LABORATORY** (Logo)
- Safety and Health Service Division
Industrial Hygiene Laboratory
- IH Equipment Checkout
IH Sample Check in
- Print Name
- Barcode

Callouts from a separate box on the right point to the red text and the barcode:

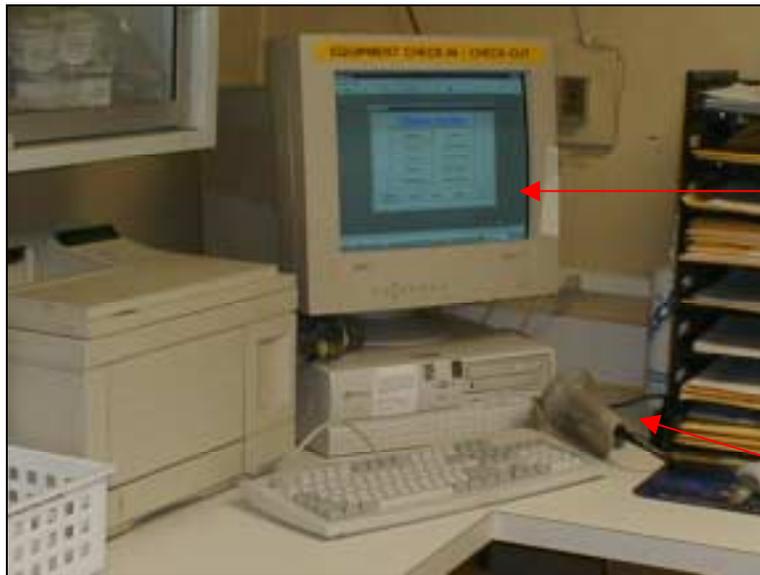
- Typed or Printed Name of Qualified Instrument Users (points to the red text)
- Barcode Number assigned to user (points to the barcode)

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Attachment 9.2

SHSD IHG Lab Check In – Check Out Equipment



IntelliTrack
Main Menu

Barcode
Scanner

IH Equipment
Return Shelf



IH Equipment
Usage Calendar

Copies of Completed
Equipment Request
Forms

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Attachment 9.3

SHSD Industrial Hygiene Group Check In/Out of IH Equipment Policy

All person checking out SHSD equipment must comply with this policy or forfeit the right to check out the equipment.

- All IH Equipment must be requested electronically on the *Industrial Hygiene Equipment Request Form* using IH51200.
- All IH equipment must be returned on time to the IH laboratory in a clean and reusable condition.
 - All equipment is to be returned the following day unless specified in the request and approved by the *IH Lab Equipment Custodian*
 - When the return date is longer than one day, it is necessary to inform the IH Lab on the *Industrial Hygiene Equipment Request Form*.
- If multiple days of sampling are required, equipment calibration and recharging requirements must be met. It is necessary to inform the IH Lab on the *Industrial Hygiene Equipment Request Form*.
- To reserve equipment for a future date, the user must be request equipment on the IH Web Page using IH51200 – *SHSD IH Laboratory Equipment Request Procedure*.
- To Check-In/Out direct reading IH equipment, the user must be qualified in accordance with the Industrial Hygiene SOP IH51500 – *Equipment Check-in/Check-out Procedure*.
- Samples collected for analysis must be handled in accordance with the Industrial Hygiene SOP IH60300 – *Chain of Custody Policy and Procedures*.
- Any indications of inaccuracy or malfunctioning of equipment should be reported to the IH Laboratory *Equipment Custodian* immediately in writing.

I agree to comply with the IH Group's *Check In/Out of IH Equipment Policy*

Signed: _____

DATE: _____

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Attachment 9.4 Qualification Record

Instrument User Name	Date of Application	Barcode Number assigned to user:
Users Organization	BNL Phone#	BNL Pager#
Supervisor	BNL Cell Phone#	BNL Group Pager#
Organization Charge Number (Activity Code)	Bldg# & Room#	BNL email#

The following information is required to ensure the ability to contact you during off hours in case of a site emergency requiring use of equipment checked out to you		
Home Address	Home Phone#	Cell Phone#
City	Home e-mail#	

Topic	Criteria	Qualification Status
Equipment	Can show where equipment needed for the procedure is located.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Corrected <input type="checkbox"/> Not Qualified
Check-in & Check-out	Can show how to properly check-in and check-out equipment using the Intellitrack system.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Corrected <input type="checkbox"/> Not Qualified
Record forms	Can show how to correctly and completely complete forms (including computer prompts) associated with this SOP.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Corrected <input type="checkbox"/> Not Qualified
Qualified By:	Date:	___ Pass ___ Fail
		Expires: