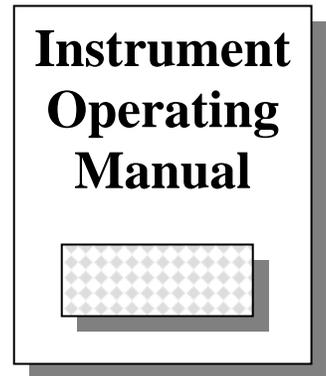


The only official copy is on-line at the SHSD IH Group website.  
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### 1.0 Purpose & Scope

This document describes the SHSD Industrial Hygiene Group (IHG) *Instrument Manual retention and filing policy* for direct reading instruments and air sampling pumps. Its purpose is to establish a policy to maintain copies of IHG instrumentation manuals in a manner that ensures availability to users and retention of the records.

The goal of the procedure is to provide a uniform protocol for preserving operating documentation for IHG instrumentation used in making personnel exposure measurements documentation during the useful life of the equipment and as a historic record for out-of-service equipment.

### 2.0 Responsibilities

- 2.1 **Program Administration:** This procedure is administered through the SHSD Industrial Hygiene Group. Members of the SHSD Industrial Hygiene Group are required to follow this procedure.

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### **3.0 Definitions**

- 3.1 ***Program Administrator:*** A person designated by the IH Group Leader to administer this procedure and associated sampling equipment management.
- 3.2 ***Equipment Custodian:*** A person designated by the IH Group Leader or Program Administrator to process equipment for maintenance and calibration in accordance with this procedure.
- 3.3 ***Documentation Custodian:*** A person designated by the IH Group Leader or Program Administrator to maintain records and manuals in accordance with this procedure.

### **4.0 Prerequisites**

None

### **5.0 Precautions**

- 5.1 **Personal Protective Equipment:** The use of personal protective equipment to protect personnel handling documentation on IHG instrumentation is not typically required.

### **6.0 Procedure**

- 6.1 **Equipment:** none other than typical file supplies (including: file cabinets, folders, computers, and electronic media).
- 6.2 **Determining documentation to maintain:** Instrument Manuals (Operating Manuals or Instructions) will be maintained for all active equipment and out-of-service equipment that are used or have been used to measure compliance with Occupational Exposure Levels.
- 6.3 **Creating a “controlled document”:** For current equipment, the IH Group will obtain or produce an electronic version (such as a PDF file) of the Instrument Manual. The electronic version will serve as the official copy and will be maintained on the SHSD

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IH Group's web site with its redundancy and back-up mechanisms. Each document will be issued a unique filing number.

- 6.4 **Archiving "hard copies" of current instruments:** For actively used equipment, the IH Group will maintain the original paper copy of the instrument manual (or a print-out of the manual if received from the manufacturer as an electronic copy). These documents will be issued the same filing number assigned to the electronic version.
- 6.5 **Archiving "hard copies" of out-of-service instrument:** For equipment that was formerly used but is no longer in service, the IH Group will maintain a paper copy of the instrument manual. These documents will be issued unique filing numbers.
- 6.6 **Maintaining a list of instrument manuals:** A list of current and out-of-service manuals will be maintained using a format equivalent to Attachment 9.1. The list will contain at least the BNL assigned number, Manufacturer's Name's Instrument Name and Model number, Manual Publication Date, and Revision Number, and date of last check for applicable update.
- 6.7 **Copies of manuals for loan:** The IH Group will maintain at least one copy of the instrument manual in a location that can be signed out by BNL personnel for reference and training. These copies of the manuals will be bar-coded and tracked in the Equipment Checkin-Check-out procedure IH51500.

## 7.0 **Implementation and Training**

- 7.1 **Qualification Criteria:** Only individuals who have knowledge of this procedure and the BNL documentation retention system will be qualified to perform documentation control described in this procedure. There is no formal qualification criterion to conduct work following this procedure; tasks are assigned based on administrative skills.

## 8.0 **References** none

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<b>BROOKHAVEN NATIONAL LABORATORY</b> Safety & Health Services Division  <b>INDUSTRIAL HYGIENE GROUP</b> Standard Operating Procedure	NUMBER <b>IH51675</b>
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## 9.0 Attachments

9.1 Sample of format for the *BNL Instrument Manual Inventory List*

## 10.0 Documentation

<b>Document Review Tracking Sheet</b>		
<b>PREPARED BY:</b> <i>(signature and date on file)</i> <b>R. Selvey</b> <b>Date: 05/12/04</b>	<b>REVIEWED BY:</b> <i>(signature and date on file)</i> <b>R. Wilson</b> <i>(signature and date on file)</i> <b>D. Wadman</b> <b>Date: 05/17/04</b>	<b>APPROVED BY:</b> <i>(signature and date on file)</i> <b>R. Selvey</b> <b>IH Group Leader</b> <b>Date: 06/07/04</b>
<b>Filing Code:</b>  <b>IH52QR.</b>	<b>DQAR</b> <b>Date</b>	<b>Effective Date:</b>  <b>06/07/04</b>

<b>Periodic Review Record</b>		
Date of Review	Reviewer Signature and Date	Comments Attached

**IH51675 Attachment 9.1 BNL Instrument Manual List**

Date: 05/17/04

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BNL Assigned Number	Meter Name and Model Number	Manufacturer &Address/Phone	Manual Publication Date & Revision number
SHSD-IHG-0001	<b>Dry Cal Calibrator</b> Model: BIOS DC-1	Bios International Corp. 230 W. Parkway Unit 1 Pompton Plains, NJ 07444 800-663-4977	Manual Date: 2/5/97
SHSD-IHG-0002	<b>Dry Cal Ca</b> Model: BIOS	<h1>Sample</h1>	Manual Date:
SHSD-IHG-0003	<b>Singer Dry</b> Model:		Manual Date:
SHSD-IHG-0004	<b>VelociCalc Air Velocity Meters</b> Models: 8355/8357 and 8360	TSI Incorporated ATT: Customer Service 500 Cardigan Road Shoreview, MN 55126 Phone: (612) 483-4711 (800) 876-9874 FAX: (612) 490-2874	Manual Date: 2/92
SHSD-IHG-0005	<b>Alnor Swinging Vane Anemometer</b> Models: 6000P	Alnor 7555 N. Linden Ave. Skokie, IL 60097 312-677-3500	Manual Date: 11/77 6270