

## UNIVERSITY OF TOLEDO

SUBJECT: EQUIPMENT INSPECTION PROCEDURE

Procedure No: HM-08-037

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### PROCEDURE STATEMENT

The Director of Environmental Health and Radiation Safety or designee shall inspect equipment maintained for environmental and occupational monitoring on a regular basis.

### PURPOSE OF PROCEDURE

To ensure that environmental and occupational monitoring equipment is inspected, maintained, calibrated and available for use when needed by appropriate Environmental Health and Radiation Safety personnel.

### PROCEDURE

Environmental monitoring equipment is maintained and stored within the Environmental Health and Radiation Safety Department.

Annually this equipment will be inventoried, inspected and calibrated. Missing, outdated or damaged supplies shall be discarded and replaced.

The Director of Environmental Health and Radiation Safety or designee will monitor that the number and types of equipment maintained are consistent with the needs of the Department and the University of Toledo.

Calibration and maintenance activities will be conducted in accordance with the manufacturer's specifications.

Records of inspections and follow-up activities will be maintained in the Environmental Health and Radiation Safety Department.

Source: Safety & Health Department

Revised/Review Date: 09/18/96  
08/28/99  
09/20/02  
10/11/04  
2/12/06  
3/18/08  
03/10/11  
2/27/14  
12/9/16  
12/5/19  
9/21/22