# 1. PURPOSE

1.1 The purpose of this procedure is to describe the preventative maintenance system for ensuring that Emergency Response Team (ERT) incident response equipment is properly maintained and functioning, and that adequate types and quantities of spill response supplies are maintained and available.

# 2. SCOPE

2.1 This preventative maintenance (PM) procedure is applicable to all ERT emergency equipment and supplies to include:

- Self-Contained Breathing Apparatus
- Portable Gas Monitoring Equipment
- ERT Tool Kit
- ERT Evacuation Boxes
- Rally Point Coordinator (RPC) Boxes
- ERT Spill Supply Closets
- ERT Spill Carts.

# 3. RESPONSIBILITIES

3.1 Emergency Response Team Member: Conducts preventative maintenance inspections based on prior assignment and reports all deficiencies and/or problems to the EH&S Department.

3.2 EH&S Department: Oversee the preventative maintenance (PM) program and helps the ERT resolve deficiencies by elevating problems/deficiencies to the ERT Administrators, EH&S Committee, and/or other key staff. Revise the PM program as changes in equipment and/or procedures are made. Review ERT meeting minutes and maintain an annual listing of preventative maintenance assignments for ERT members which is reviewed on a monthly basis, see Table 1 for example of annual schedule set-up.

# 4. PROCEDURE

## 4.1 ERT Evacuation & RPC Boxes

4.1.1 All ERT Evacuation & RPC Boxes shall be inspected monthly according to the criteria outlined in Tables 2 and 3. ERT members conducting the inspection shall resolve deficiencies to the best of their abilities.

4.1.2 The inspection tag shall be kept inside of each box, and shall, along with the Inspection forms (Tables 2 and 3) be signed and dated upon completion of the inspection. The inspection form, upon completion, will be sent to the EH&S Department for record retention.

4.1.3 All unresolved deficiencies shall be reported to the EH&S Department via an email message within 24 hours of the inspection.

## 4.2 ERT Incident Response Equipment

4.2.1 All incident response equipment shall be inspected according to the criteria outlined in Table 4.

4.2.1.1 If the equipment is not found in the designated location, the ERT Supply and Incident Response Equipment Sign-Out sheet (Table 5) shall be consulted to identify the location of the equipment.

4.2.1.2 If the equipment is in another location besides the designated storage area, the equipment shall be retrieved for the purpose of performing the PM and another instrument shall be put in it's place so that there is not a loss of monitoring during the PM. The original equipment shall be returned to it's monitoring location after the PM is completed. If a similar type of equipment is not available for use as a replacement, the PM for that piece of equipment shall be rescheduled for a time when the equipment is no longer in use or there is a replacement available.

4.2.2 A copy of the specific equipment user manuals shall be kept in a binder in the appropriate equipment storage locker and consulted when checking for completeness and functionality.

4.2.3 The ERT Incident Response Equipment Inspection form shall be utilized to record the equipment inspections. The inspection tag shall be kept with each piece of equipment, and shall, along with the Inspection form be signed and dated upon completion of the inspection. The inspection form, upon completion, will be sent to the EH&S Department for records retention.

4.2.4 Whenever possible, deficiencies which are discovered during the inspection shall be corrected immediately by the inspector. Deficiencies, which are unable to be corrected, shall be noted on the ERT Incident Response Equipment Inspection form and an email message describing the deficiencies sent to the ERT Mail group.

## 4.3 Emergency Spill Supplies

4.3.1 All ERT Emergency Spill Supply locations shall be inspected monthly according to the criteria outlined in Table 6.

4.3.2 The spill supplies shall be re-stocked from the Safety Stockroom or ordered through an approved vendor.

4.3.3 The ERT Spill Supply Inspection Form shall be located in the EH&S department and shall be utilized to record the monthly inspections. The inspection tag shall be kept with each piece of equipment, and shall, along with the Inspection form be signed and dated upon completion of the inspection. The inspection form, upon completion, will be sent to the EH&S Department for records retention

4.3.4 Whenever possible, deficiencies which are discovered during the inspection shall be corrected immediately by the inspector. Deficiencies, which are unable to be corrected, shall be noted on the ERT Spill Supply Inspection Form and an email message describing the deficiencies sent to the ERT Mail group.

## 4.4 Emergency Tool Kit

4.4.1 The Emergency Tool Kit shall be inspected monthly according to the criteria outlined in Table 7.

4.4.2 The ERT Tool Kit Inspection Form shall be located in the EH&S department and shall be utilized to record the monthly inspections. The inspection tag shall be kept with each piece of equipment, and shall, along with the Inspection form be signed and dated upon completion of the inspection. The inspection form, upon completion, will be sent to the EH&S Department for records retention

Whenever possible, deficiencies which are discovered during the inspection shall be corrected immediately by the inspector. Deficiencies, which are unable to be corrected, shall be noted on the ERT Tool Kit Inspection Form and an email message describing the deficiencies sent to the ERT Mail group.

## 4.5 Self-Contained Breathing Apparatus (SCBA)

4.5.1 Perform monthly inspections of all SCBAs as outlined in Appendix F of EH&S-00015 "Respiratory Protection Program". At the end of each calendar year this form shall be sent to the EH&S department for records retention.

4.5.2 All deficiencies shall be reported to the EH&S department via an email message within 24 hours of the inspection.

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### 4.6 Use of ERT Incident Response Equipment

4.6.1 The ERT Incident Response Equipment shall only be used by individuals who have been trained in the operation and function of the equipment being borrowed (i.e. ERT, EH&S department).

4.6.2 The primary purpose of the equipment is for response to ERT incidents. The equipment, however, may be used for non-emergency investigations and qualifications, provided that approval from the EH&S Department has been obtained and an email message to the ERT Mail group has been sent by the borrower explaining the location and reason for the equipment's use. The ERT maintains the authority to remove the equipment from the non-emergency location in the event that it is needed for response to an ERT incident.

4.6.3 All ERT Incident Response Equipment shall be signed out by completing the ERT Incident Response Equipment Sign-Out sheet (Table 5) located at the equipment storage location. When the equipment is borrowed all associated accessory equipment shall be kept with the equipment at the monitoring location (i.e. If SPM-1 is borrowed, the entire SPM-1 case shall be brought to the monitoring location. Upon completion of use, the borrower shall ensure that all equipment is returned to the proper equipment location, the sign-out sheet is completed, and the EH&S department is informed of any deficiencies discovered with the equipment.

## 5. RECORDS

All completed inspection sheets shall be kept on file in the EH&S office.

## 6. POSTING SHEETS/FORMS/APPENDIX

6.1 Table 1: ERT Preventative Maintenance Rotation Schedule

6.2 Table 2: ERT Evacuation Boxes

6.3 Table 3: RPC Boxes

6.4 Table 4: Incident Response Equipment Inspection Form

6.5 Table 5: ERT Supply and Response Equipment Sign-out

6.6 Table 6: ERT Spill Supplies Inspection Form

6.7 Table 7: ERT Tool Kit Inspection Form

TABLE 1: ERT EQUIPMENT INSPECTION CALENDAR

| ERT Member Conducting Inspection | 1.ERT Cart | 2.ERT Supplies | 3.First Aid Responder Bags | 4.SCBA Units | 5.ERT Tool Kit | 6.ERT Radios and test of Pagers | 7.Incident Response Equipment | 8. RPC and ERT Evacuation Boxes |
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TABLE 2: ERT EVACUATION BOXES

| | | Required Items | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Building | Location | Box# | Radio | Operational | Flashlight | Operational | Lock | Operational | Beeper | Operational | Arm Bands | Evacuation Report |
| CESTM | Rotunda | 1 | 4 | | 1 | | 1 | | 0 | | 4 | 4 |
| NFS | Rotunda | 2 | 4 | | 1 | | 1 | | 0 | | 4 | 4 |
| CUB | Security Control Center | 3 | 4 | | 2 | | 1 | | 1 | | 4 | 4 |

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**TABLE 3: RPC BOXES**

| Rally Point | *Vest* | Complete | *Umbrella* | Complate | *Clipboard* | Complate | *Lock* | Operational | *Employee Roster* | Complete | *Headcount Sheet* | Complete | *Pen* | Complete |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | | 2 | | 2 | | 1 | | 1 | | 1 | | 2 | |
| 2 | 2 | | 2 | | 2 | | 1 | | 1 | | 1 | | 2 | |
| 4 | 2 | | 2 | | 2 | | 1 | | 1 | | 1 | | 2 | |
| 5 | 2 | | 2 | | 2 | | 1 | | 1 | | 1 | | 2 | |
| 18 | 2 | | 2 | | 2 | | 1 | | 1 | | 1 | | 2 | |
| 19 | 2 | | 2 | | 2 | | 1 | | 1 | | 1 | | 2 | |
| 26 | 2 | | 2 | | 2 | | 1 | | 1 | | 1 | | 2 | |
| 31 | 2 | | 2 | | 2 | | 1 | | 1 | | 1 | | 2 | |
| 32 | 2 | | 2 | | 2 | | 1 | | 1 | | 1 | | 2 | |
| 65 | 2 | | 2 | | 2 | | 1 | | 1 | | 1 | | 2 | |
| SCC | 2 | | 2 | | 2 | | 1 | | 1 | | 1 | | 2 | |
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TABLE 4: INCIDENT RESPONSE EQUIPMENT INSPECTION FORM

| No. | Instrument Name | Manufacturer | Location | Calibration Standard | Inspect Component Parts | Complete | Operation | Complete | Calibration | Complete | Equipment Specific Task | Complete | Batteries | Available and Charged |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | SCOTT MultiGas Personal Monitor Model No. SCT 096-2560 Seriel No. 5141 | SCOTT, Exton, PA 19341 | NFS 116 | Cal.Gas Mixture $H_2S$ 25ppm, Carbon Monoxide 50ppm, Methane 1.62%, Oxygen 19%, Nitrogen Balance (Exp. Date Nov. 04) | M | | M | | M | | - | NA | 3xC | |
| 2 | Acoustical Calibrator #840031 Seriel Number B.30687 | Sper Scientific Ltd. 7720 E.Redfield, Suite 7, Scottsdale, Arizona, 85260 | EHS Office | Annual manufacturer calibration | M | | M | | - | NA | A | | 2x9V | |
| 3 | Sound Level Meter #840015 Seriel Number 040394 B.45021 Cal. Date due 4/1/05 | Sper Scientific Ltd. 7720 E.Redfield, Suite 7, Scottsdale, Arizona, 85260 | EHS Office | Acoustical Calibrator 840031 S/N B.30687 Standard 94 db 1000Hz (Annual manufacturer calibration) | M | | M | | - | NA | A | | 2x9V | |
| 4 | Single Point Monitor (SPM- 1) S/N 5155 P/N 870890 | Zellweger Analytics Inc. MDA Scientific Products (800) 323-2000 | NFS 116 | Monthly system response verification. Replace internal filters annually. | M | | M | | M | | A | | M | |
| 5 | Single Point Monitor (SPM- 2) S/N 5154 P/N 870890 | Zellweger Analytics Inc. MDA Scientific Products (800) 323-2000 | NFS 116 | Monthly system response verification. Replace internal filters annually. | M | | M | | M | | A | | M | |
| 6 | Single Point Monitor (NF3- 1) S/N 5169 P/N MVIP1928-1 | Zellweger Analytics Inc. MDA Scientific Products (800) 323-2000 | NFS 116 | Monthly system response verification. Replace internal filters annually. | M | | M | | M | | A | | M | |
| 7 | Single Point Monitor (NF3- 2) S/N 5170 P/N MVIP1928-1 | Zellweger Analytics Inc. MDA Scientific Products (800) 323-2000 | NFS 116 | Monthly system response verification. Replace internal filters annually. | M | | M | | M | | A | | M | |
| 8 | FMK Satelite 4-20 mA Version S/N 97510207 P/N 9751-0010 | ATMI GmBh 16 Benedikstr, Germany (49) (0) 788690 | NFS 116 | Monthly zero air adjustment calibration | M | | M | | M | | - | NA | - | NA |
| 9 | FMK Satelite 4-20 mA Version S/N 97510214 P/N 9751-0010 | ATMI GmBh 16 Benedikstr, Germany (49) (0) 788690 | NFS 116 | Monthly zero air adjustment calibration | M | | M | | M | | - | NA | - | NA |
| 10 | Hazardous Leak Gas Detector Model 8057 S/N 102302 | Matheson Gas Products, Buffalo, NY (716) 832-9286 | NFS 116 | Calibrate monthly using Test Gas EG-10 | M | | M | | M | | - | NA | | |
| 11 | Level A Pressure Testor Tychem | Dupont | EHS Office | Annual manufacturer calibration | M | | M | | A | | - | - | NA | |
| 12 | Microwave Survey Meter S/N 56357 | Holaday industries, Eden Prairie, MN 55344 | EHS Office | Annual manufacturer calibration | M | | M | | A | | - | NA | 2x9V | |
| 13 | Model 3 Survey Meter S/N 202832 | Ludlum Measurements, Inc. Sweetwater, Texas | EHS Office | Annual manufacturer calibration | M | | M | | A | | - | NA | 2xD | |
| 14 | TSI Velocicalc | TSI Incorporated | EHS Office | Annual manufacturer calibration | M | | M | | A | | - | NA | 2xAA | |
| 15 | Mercury Spill Kit | | CESTM | | M | | M | | - | NA | - | NA | - | NA |

**Notes:** A=Annual Q=Quarterly M=Monthly

**Deficiencies noted:**

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## TABLE 5: ERT SUPPLY AND RESPONSE EQUIPMENT SIGN-OUT SHEET

**Location (circle one):** NFS NFN NFSX CUB Security EHS

| Equipment Name | Date | Taken By | Area to be Used in: | Date Returned: | Returned By: |
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External Use

TABLE 6: ERT SPILL SUPPLIES INSPECTION FORM

| | | | CESTM STORAGE | | | NFS 116 STORAGE | | | CESTM ERT Cart | | | NFS 116 ERT Cart | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| No. | DESCRIPTION | Unit | Required | Minimum Quantity | Completeness | Required | Minimum Quantity | Completeness | Required | Minimum Quantity | Completeness | Required | Minimum Quantity | Completeness |
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**Deficiencies noted:** _____

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**Inspection conducted by:** _____ **Date:** _____

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## TABLE 7: ERT TOOL KIT INSPECTION FORM

| No. | Item | Minimum Quantity | Completeness | Vendor | Part No. |
|---|---|---|---|---|---|
| 1 | Channel Lock Wrench set | 3 | | McMaster Carr | 5385A32 |
| 2 | Long-nose Pliers set | 4 | | McMaster Carr | 5451A15 |
| 3 | Slotted and Philipshead Screwdriver Set | 6 | | McMaster Carr | 5720A81 |
| 4 | 6 pt Standard 1/4" Socket Set | 13 | | McMaster Carr | 5837A29 |
| 5 | Pliers | 1 | | McMaster Carr | |
| 6 | Wire snips | 1 | | McMaster Carr | 3832A11 |
| 7 | PVC Pipe Cutter | 1 | | McMaster Carr | 8336A12 |
| 8 | PVC Pipe Cutter Replacement Blade | 1 | | McMaster Carr | 8336A22 |
| 9 | 18 Volt Cordless Drill | 1 | | McMaster Carr | 29835A83 |
| 10 | Drill Bit Set | 1 | | McMaster Carr | 8907A13 |
| 11 | Utility Knives | 2 | | McMaster Carr | 24575A61 |
| 12 | Utility Knives Replacement Blades | 10 | | McMaster Carr | 4927A12 |
| 13 | General Purpose Bolt Cutter | 1 | | McMaster Carr | 3771A13 |
| 14 | Dead Blow Hammer | 1 | | McMaster Carr | 6051A31 |
| 15 | Duct Tape Roll | 1 | | Staples | |
| 16 | GFCI Line Cord | 1 | | Staples | |

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## Document History Page

| Rev. | Description of Change | Release Date | DCN NO. | DCN Initiator | Document Owner |
|---|---|---|---|---|---|
| 1 | Initial Release. | 7/29/04 | DCN0023 | J. Trodden | R. Segura |