

## Example 19

<b>PROCEDURE FOR CALIBRATION OF MONITORING EQUIPMENT</b>	<b>Form 19</b> <b>Completed by:</b> <u>Jeff Miller</u> <b>Date:</b> <u>3/10/00</u>
<p>Establish and maintain a procedure to calibrate the monitoring equipment required in Step 7.1. The procedure must also describe how the records of a calibration process will be retained.</p>	
<p><i>Fort Anywhere Motor Pool</i> <i>EMS Procedure #7: Calibration of Monitoring Equipment</i> <i>Issue Date: March 10, 2000</i></p>	
<p><u>I. Purpose</u></p>	
<p><i>To provide a standard procedure for assuring that monitoring equipment is calibrated and maintained, and that appropriate records are maintained.</i></p>	
<p><u>II. Definitions</u></p>	
<p><b>Calibration</b> - <i>A comparison of measuring and test equipment under specified conditions to a standard of higher accuracy to detect, correlate, and/or adjust the accuracy of the equipment being compared.</i></p>	
<p><b>Monitoring and Measuring</b> -- <i>Methods and procedures utilized to determine and evaluate the performance of the key operations that may have significant impacts on the environment health and safety and the operations relevant to the company's objectives and targets.</i></p>	
<p><b>Test and Measuring Equipment</b> - <i>Instruments, standards, devices, reference materials, and auxiliary apparatus used to quantitatively test, inspect, or gauge items to determine conformance to a specified requirement.</i></p>	
<p><u>III. Supporting Documents</u></p>	
<p><u>Document Identification</u></p> <p>Form 15 Form 17</p>	<p><u>Title</u></p> <p><i>Environmental Management Program</i> <i>Monitoring And Measurement Of Significant Impacts</i></p>
<p><u>IV. Procedure</u></p>	
<p>1. <i>The EMS Coordinator will establish the calibration process and work instructions for each test and measuring equipment used to monitor operations of significant impacts or related environmental targets.</i></p>	
<p>2. <i>The EMS Coordinator will verify the calibration of such equipment.</i></p>	
<p>3. <i>The EMS Coordinator will report any non-compliant equipment.</i></p>	