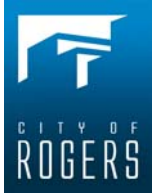




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PURPOSE

This policy establishes the guidelines for weekly checks, monthly maintenance, charging, calibrating, and battery maintenance of the Rogers Fire Department Special Operations Team (SOT) monitors and sensors.

The importance of the team's detection equipment cannot be stressed enough. Since our lives and those of the citizens we protect may hinge on the reliability of this equipment it is important to make sure they are as dependable as possible.

POLICY

The SOT Hazmat Coordinator and/or his appointed representative are responsible for assuring that all personnel are in compliance with this policy.

Training:

All SOT Members will be trained in the application, use, operation, testing, field maintenance, calibration, record keeping and other pertinent aspects of all of the monitors.

Certain advanced monitors will be put in a separate category with advanced training for operation and interpretation of results required. (Eg: flame ionization detector, photo ionization detector, organic vapor analyzer with gas chromatography.) This training will not be required for the Hazmat Technician certification process.

Annual monitor training will be accomplished for existing team members and be documented in each individual certification package and records maintained by the Training Division.

New members to the SOT shall be specifically trained in the complexities and operational methodology of the monitors. This training shall be specifically documented by the SOT Haz-Mat Coordinator and the Deputy Fire Chief of Special Operations and Training.

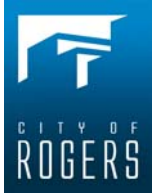
Repair and Maintenance:

Weekly check out will include a check of operability, and recharge of the battery. The Sunday check list will be completed by the SOT Members on duty that shift. The name of the team member doing the check as well all pertinent information is to be recorded on the appropriate documentation.

When a unit is out of calibration, is in disrepair, or its proper function is in question, IT MUST BE TAKEN OUT OF SERVICE. A description of the problem will be submitted using the online reporting process, the unit will be taken off the response vehicle and placed out of service. The City Wide Tour Commander must be alerted anytime a monitor is placed out of Service, as well as the dedicated monitor maintenance person(s).



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If a multi-gas monitor fails calibration because of a single sensor, and the supervising officer determines that it still can be of limited use in the field, the monitor may remain in “partial service” status.

Repair and maintenance, when applicable, will be done by two individuals within the SOT. Limiting the number of people who serve this function streamlines the process and allows for good quality control. An adequate supply of calibration gas will be kept for each monitor unit and used to verify proper function of the monitor. Sensors can be ordered and kept in stock if deemed prudent. Shelf life and storage problems are to be considered and keeping certain spare parts or sensors may not be recommended.

When the monitor repair person(s) deem necessary, the monitor in need of repair will be sent to an outside facility authorized to do such repair.

Record Keeping:

Records will be kept for each monitor. Records will include initial acceptance, periodic maintenance, sensor response to known calibration gas, run and recharge cycles when applicable, any and all repairs and replacement parts ordered and installed. Entries will include the date, condition, readings recorded, and any anomalies, comments and the legible name and/or initial, and employee number of the person doing the entry.

All weekly and Monthly Checks will be recorded on the appropriate forms to be stored in a notebook kept on the apparatus with the appropriate monitor. The findings also need to be logged on the RFD computer system. Care should be taken to keep detailed and accurate records. Also all pre and post bump testing done on scene, as well as readings taken during an incident, and time exposed shall be recorded in the proper documentation, and kept in the proper notebook. This allows the maintenance personnel to gauge how much time may be remaining on the sensors and will aid in keeping the monitors reliable and in a state of constant readiness.

Some units have internal recording software that is primarily used to document entry mission readings and confined space readings. During calls, a record of the monitor’s usage will be recorded using the internal software. This information will be printed if additional documentation is needed and will help determine what the responders encountered during the entry mission.

Each monitor will have a legible and well maintained copy, or original manual, kept on the apparatus it is carried on so that a detailed and immediate reference can be made in the event information is needed.

The name of the team member doing the weekly check as well all pertinent information is to be recorded on Form 105.

The first Monday of each month, All monitors are to be calibrated using appropriate gas and equipment and according to manufacturer’s recommendations. This will be completed by the SOT Member(s) on duty that shift. The name of the team member doing the check as well all pertinent information is to be recorded on checklists.