

**U.S. Environmental Protection Agency
ENVIRONMENTAL SCIENCE CENTER, FORT MEADE, MARYLAND**

**ESC-EP16.01
Environmental Management System Procedure for:**

Calibrating Monitoring and Measuring Equipment

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Issued by:

Robin Costas / Lynda Podhorniak
EMS Co-coordinators

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By: Joe Dorsey	
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1. Purpose

The purpose of this procedure is to specify responsibilities and give guidance on the calibration of monitoring and measuring equipment used for the Environmental Science Center's (ESC) Environmental Management System (EMS).

2. Scope

This procedure applies to all equipment and instruments used to monitor or measure the various pollutants which are indicators of environmental performance under ESC's EMS.

3. Procedures

a) Specific Procedures

- Inspect the instrument or equipment to ensure that there is no obvious damage and that it is functioning properly
- Follow specific instructions that were previously prepared by the manufacturer and/or the principal operator, which describe in detail how the instrument or equipment should be properly calibrated. Those instructions may contain the frequency of calibration, inspection procedures and the method of calibration as per the manufacturer's specification or recommendation.

b) Responsibilities

- Responsibility for ensuring that instruments used for monitoring and measuring environmental indicators are calibrated rests with the individuals responsible for the monitoring and measurement of those indicators. These individuals will be specified in the Operational Control Forms (OCFs).

4 Documentation

Calibration efforts shall be documented and retained in accordance with Federal record retention policy and procedures.