

Crime Laboratory Directive No. 98-04
Effective Date: March 15, 2003

TO: Laboratory SAC's and Supervisors

FROM: Assistant Director Jerry Richardson

SUBJECT: Monthly Inspection of Fire Extinguishers in Common Areas - Updated

During the first full week of each calendar month, the assigned Laboratory Safety Officer will inspect all fire extinguishers located in common areas (non-section assigned areas) of the Tryon Road Crime Laboratory facility. Each extinguisher will be inspected to determine that the unit is charged and that the seal has not been broken. After making this determination, the Laboratory Safety Officer will date and initial the inspection tag attached to the extinguisher.

Any extinguisher which has a reduced charge indication or has a broken seal will be reported to the Crime Laboratory Quality Control Manager.

cc: Robin P. Pendergraft