

## Weekly Eyewash Activation Standard Operating Procedure

	<b>Visual inspection of the unit.</b>
1	Look for corrosion, leaks, pipe damage, and make sure protective covers are in place. This should be done prior to activation in order to avoid risk of injury, damage to the unit, or creating a spill.
2	Ensure that the unit is easily accessible and free of any nearby obstructions.
	<b>Activate eyewash and flush water through the eye pieces.</b>
3	If eye wash alarm is alarmed, call UPD Dispatch x3555 prior to running water.
4	Install or attach equipment test kit to capture water, if needed.
5	Turn activator valve to open position. Valve activator must stay on unless manually turned off and must activate water flow in one second or less.
6	Ensure that the water flow is continuous and is not injurious to the user's eye or face.
7	If the eye wash station has protective caps, make sure they pop off automatically when the eye wash is turned on.
8	For eye and face wash units, controlled flow must be provided to both eyes simultaneously. Uneven flow to one eye or the other indicates a malfunction or simple blockage of the filters underneath the spray cap (remove and rinse filters or report malfunction for maintenance).
9	Activate or flush the unit for at least 30 seconds or until the water runs clear to discharge any debris.
10	Restore unit to ready condition: Turn activator valve to closed position. Return protective caps to proper position, and clean and dry any water on floor.
11	Call UPD to confirm eyewash activation is complete. This is required to reset the alarm.
	<b>Documentation</b>
11	Fill out the Eyewash Activation Log attached to the eyewash. Date and initial the eyewash tag to document the activation.
12	If any of issues are observed with the eyewash equipment, including persistent leaks, eyewash does not shut off, or if a large water spill occurs call FM Work Control x3420 for immediate assistance.
13	For repairs that do not need immediate attention submit a work order for repair with FM.