

FA SOP-33 Equipment Maintenance Schedule

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Approved by Director: Dr. Guy Vallaro

All instruments and equipment in the Firearms Unit shall be calibrated and maintained on a set schedule. Calibration and/or cleaning of equipment shall be conducted by a laboratory-approved vendor.

Maintenance and calibration records shall be maintained on all instruments and equipment. Records shall be kept in a log in the appropriate area of the Firearms Unit.

Firearm/Toolmark Section Equipment Maintenance Schedule

Identifier	Make	Model	S/N	State of CT tag #	Location	Maintenance
Mic 1	American Optical	K2031	5066	5699	11-135	1, 8, 9
Mic 2	Leica	FSM	370274	42490	11-135	1, 8, 9
Mic 3	Leitz	n/a	992827	16635	11-135	1, 8, 9
Mic 4	Leica	FSC	256258	37664	11-135	1, 8, 9
Mic 5	Leica	FSM	370273	42491	11-135	1, 8, 9
Mic 6	Leica	K2700	348-8	31406	11-135	1, 8, 9
Stereo #1	Leica	A60	5884533	42654	11-133	1
Stereo #2	Leica	EZ4D	5711994	40446	11-133	1
Stereo #3	Olympus	SZ4D	095064	25041	11-133	1
Stereo #4	Leica	EZ4D	5712002	40448	11-129	1
Stereo #5	Leica	A60	5884525	42653	11-129	1
Stereo #6	Fisher Scientific	Stereo-master	606727	40125	11-131	1
Stereo #7	Fisher Scientific	Stereo-master	unknown	40124	11-131	1
Stereo #8	Fisher Scientific	Stereo-master	0507521	36841	11-145	1

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Identifier	Make	Model	S/N	State of CT tag #	Location	Maintenance
Stereo #9	Nikon	unknown	97020	5701	11-131	1
Stereo #10	Leica	EZ4D	5712001	40447	11-133	1
n/a	Sartorius balance	1205 MP	3106006	14703	11-132	1, 2
n/a	Ohaus balance	AR5120	I184122515 0745P	n/a	11-132	1, 2
n/a	Precision Forensic Testing (PFT) overall/barrel measuring device	Device: MD36 Ruler: 2020A	Device: 1020 Ruler: C38870	n/a	11-132	2, 4
#1	Fisher Scientific calipers	32600	111851905	n/a	11-132	2, 4
#2	Fisher Scientific calipers	06-664-16	101681722	n/a	11-132	2, 4
#3	Fisher Scientific calipers	32600	122047571	n/a	11-132	2, 4
#4	Fisher Scientific calipers	32600	122047518	n/a	11-132	2, 4
#5	Fisher Scientific calipers	14-648-17	51127884	n/a	11-132	2, 4
#6	Fisher Scientific calipers	06-664-16	101681685	n/a	11-132	2, 4

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n/a	NRA static weights (Set #1)*	n/a	n/a	n/a	11-132	4, 5
n/a	NRA static weights (Set #2)*	n/a	n/a	n/a	11-132	4, 5
n/a	Amtek force gage	L-30	17111	17111	11-132	2, 3
n/a	NIBIN BrassTrax acquisition unit	n/a	n/a	n/a	11-145	2, 9
n/a	Denver Instruments metric weights set*	854050.7	07-J77257	n/a	11-132	4, 5
n/a	Gauge blocks	n/a	A1230	n/a	11-132	4
n/a	Savage Range Systems (indoor range)	n/a	n/a	n/a	B-25	6
n/a	Vertical water recovery tank	n/a	n/a	n/a	11-127	7
#1	Stage micrometer	KR-814	15208	2016-CD-BX-0008	11-135	4
#2	Stage micrometer	KR-814	15209	2016-CD-BX-0008	11-135	4

* The NRA static weights and the metric weights set are traceable to National Institute of Standards and Technology (NIST) standards.

1. Cleaned annually by lab-approved vendor
2. Checked monthly and recorded in appropriate log book; to be done by 5th of every month
3. Out for calibration every 3 years by lab-approved vendor; sooner if damage occurs
4. Out for calibration every 5 years by lab-approved vendor; sooner if damage occurs
5. Checked annually in-house
6. Cleaned every 3 years by lab-approved vendor
7. Water changed monthly or as needed
8. Magnification checked bi-annually with stage micrometers
9. Run equipment-specific QC check when vendor upgrades software

**State of Connecticut Department of Emergency Services and Public Protection
Division of Scientific Services**

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References:

1. FA SOP-35 NIBIN Quality Control Check
2. FA SOP-39 Microscope Quality Control Check
3. Firearms Unit Uncertainty of Measurement Budget

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