

*Approved by Director: Dr. Guy Vallaro*

**A. Purpose:** To establish a maintenance schedule for the replacement of particulate filters for the latent print section's downflow workstations.

**B. Responsibility:**

Latent Print Examiners

**C. Procedure:**

1. At least once every six months, the filters for downflow workstations will be replaced with new filters.
2. A log will be kept to record the date on which the filters were changed.

**D. Sources of Error:**

**E. References:**