

 Environment, Health & Safety Office Administrative Procedures	Procedure #: EHS-03-004.2
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To Obtain:

Deputy Director determines and approves what type of pager is needed:

- ERG, Emergency, Confined Space cloned pagers
- EHS cloned pagers
- Alphanumeric pagers (receives text messages and phone numbers).
- Numeric pagers (only receives phone numbers).

Personnel Administrator will:

1. Order pager
2. Contact you when pager is in
3. Update EHS Directory

When a pager is NOT needed:

1. Return to Personnel Administrator
2. Personnel Administrator will cancel service and send pager back to company
3. Personnel Administrator will update the EHS Directory

*****If a pager is *LOST*, please notify Personnel Administrator *ASAP* so that she can cancel/order a new pager for you.**

(See "Loss and Breakage of EHS/EHS Headquarters Equipment" procedure)