

 Environment, Health & Safety Office Administrative Procedures	Procedure #: EHS-03-007.10
	Date Issued: 11/10/03
	Date Revised: 08.26.08 Revision No. 3
TITLE: DIGITAL CAMERA	Approved: Title: <i>Louis DiBernardinis</i> <hr/> Director, EHS
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The EHS Digital camera is kept in the Audio Visual room.

When borrowing the Digital Camera, the *Receptionist* must complete the “Digital Camera log sheet” located in the AV Equipment Binder, at the front desk.

If you discover that it is not working, needs batteries, or the batteries need to be recharged, please notify the Receptionist so that arrangements can be made for repairs.

Before returning the camera, please remember to upload pictures onto your computer, CD, or USB and delete the pictures off of the camera.

Please note that in case of an emergency or accident, you may be asked to give the camera to an emergency responder.

The camera is *ONLY* for use related to MIT business.
 For personal use, a Deputy Director or EHS Director must give permission.