

1. PURPOSE AND SCOPE

The purpose of this standard operating procedure is to provide instruction on how to complete monthly AED inspections in accordance with the operation and maintenance guidelines set forth by the manufacturers.

2. MATERIALS

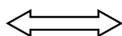
- A red AED inspection tag and a black sharpie marker

3. SAFETY KEY POINTS

- All lithium batteries must be disposed of as universal waste

4. PROCEDURE

- 4.1. Verify the AED battery and electrode pads have not expired by checking the dates listed on the AED inspection tag.
 - 4.1.1. If the AED battery or electrode pads will expire within one month, contact the Safety and Environmental Management for a replacement.
- 4.2. Visually inspect the condition of the AED, looking for any damage or concerns.
- 4.3. Visually inspect the electrode pads to ensure they are sealed and in good condition.
- 4.4. Ensure the AED “First Responder Kit” is present.
- 4.5. Check the Active Status Indicator (ASI) window located in the upper right corner of the unit for a periodic flashing **green** light indicating the AED is ready for use.
 - 4.5.1. A flashing **red** light, no light or an audible chirp indicates the 9-volt lithium battery must be replaced.
 - 4.5.2. To replace the 9-volt battery, push the button on the right side of the AED to release the battery pack. The 9-volt battery is located under the slide cover on the back of the battery pack.
 - 4.5.3. Remove the old battery and replace it with a new 9-volt Lithium battery.
 - 4.5.4. Reinsert the battery pack into the AED and listen for an automated voice indicating the battery pack status is “OK”.
 - 4.5.5. If the automated voice instructs you to replace the battery pack, remove the AED from service and contact the Department of Safety and Environmental Management.
- 4.6. Upon completing the monthly inspection, use a black sharpie marker to write down the date and your initials on the red AED inspection tag.



Battery Pack