**Issue BZA**

* Obtain a charged BZA, Hose, Cassette and New Filter paper.
	+ Use tweezers to install new filter into the cassette.
	+ Ensure the blue paper separator is not with the filter.
	+ Ensure the black gasket is in the cassette holder top.
	+ Do not over tighten the cassette holder.
* Attach cassette to **BREATHING ZONE** of wearer (shirt collar).
* Attach pump to belt.
* Press ON/OFF to start pump.
* Wait for the pump to complete a self test and to stabilize to the desired flow rate (typically 2.0 lpm).
* Note the Start Time and Flow Rate.
* To pause the pump run time Press PAUSE/HOLD.
* Press PAUSE/HOLD to resume run time.
* When departing from the area Press ON/OFF to stop the run time and pump.
* Turn pump into designated Field Team Member to process the filter.

**Receiving and processing the filter paper**

* A Field Team Member will be assigned responsibility to receive the BZA filters count on a scaler and complete a FRM-0108F “Radiological Survey Report – Breathing Zone Air (BZA) Spreadsheet” form (this form originates from the M&O contractor of the NNSS).
* Follow the instructions on the back of the form.
* Up to 6 people can be put on one FRM-0108F. A new form will be created for each day.
* If the pump was issued to a team, record each team member’s name in the other columns.
* The Health & Safety division will maintain an electronic copy of each FRM-0108F.
* Record the required information on a draft paper version of FRM-0108F until you have access to a computer and the electronic FRM-0108F is available. Follow the Instructions on the back of the form.
* As the team returns and turns in the BZA filter, record the information before the team is released. Follow the instructions on the back of the form.
* Using tweezers, remove the filter paper and place into an envelope.
	+ Label the envelope with the name and date of the filter.
* At this time, you can release the Team.
* Charge the BZA battery for the next use.
	+ A fully charged battery will give you over 17 hours of use.
	+ 14 hrs are required for a full battery charge.
* Take the filter to a Ludlum 3030 or iSOLO swipe counter.
* Follow the Instructions on FRM-0108F to fill in the remaining information.
* The remaining rows will be calculated on the electronic spreadsheet.
* Print a Hard copy. Print and sign your name in RCT Name field.
* Turn in the completed spreadsheet to the Health & Safety Manager or designee to review the DAC levels.