

Sec. 3.06 **Periodic Checks of Electronic Total Stations and Accessories**

A suitable range shall be established in each District to check the Electronic Distance Meters and accessories at three (3) month intervals. This shall include both horizontal and vertical checks and also shall include all tribrachs and range poles. Survey instruments should be serviced and calibrated by a qualified service technician licensed by the equipment manufacturer. The NOAA Technical Memorandum NOS NGS 8, "Establishment of Calibration Base Lines" should be used as a guideline when establishing your baselines.

A record shall be prepared and retained by the District showing the date, instrument number, operator and the results of this testing, with a copy to the State Survey Program Manager. An example is shown in [Figure 3-A](#). Any major deficiencies should be reported immediately in order that corrective steps may be taken. Before adjusting the instrument, a check of the tribrachs must be made.

Sec. 3.07 **GPS**

The GPS equipment must be maintained with the utmost care possible. All components of the receiver must be inventoried and returned to the case after each use. Damage to any of the components must be reported immediately to the supervisor and arrangements made to have the damaged parts repaired or replaced.

Repair work shall only be performed by a qualified service technician licensed by the equipment manufacturer. Under no circumstance shall the instrument case be opened or field adjustments made. Updates to the onboard firmware shall be coordinated with the manufacturer and installed according to their guidelines.