

## Guidelines for Conducting and Reporting Monthly Surveys

1. Identify any modules located in your laboratory

Generally, an aisle with one or two benchtops on either side is considered a module for DRS purposes. The average size of a module at the NIH is approximately 242 ft<sup>2</sup>.

2. Determine how many modules are included in your laboratory

It is important to note that modules may not correlate exactly to the nomenclature used for the lab itself, and the number of modules will often be greater than the number of individuals rooms under the responsibility of the authorized user.

3. Determine the number of modules under your authorization

Check your authorized user's monthly status report and/or contractor surveys to confirm the number of modules under your authorization and how many surveys will be performed in your area.

4. Contact DRS with any questions

If your labs are newly activated and/or you cannot determine the number of modules you have, contact your Area Health Physicist at 301-496-5774.

### Example Module Layout

