***This is a SAMPLE document that should be retyped on the letterhead of the company performing the electrical equipment safety check. A signed original of the memorandum must be sent to the Shenandoah University IRB Compliance Coordinator.***

**ELECTRICAL EQUIPMENT SAFETY CHECK MEMORANDUM**

**DATE:** [date]

**TO:** Compliance Coordinator

 Shenandoah University

 c/o Office of Academic Affairs

 1460 University Drive

 Winchester, VA 22601

**FROM:** [Technician’s Full Name]

 [Name of Company]

**SUBJECT:** Electrical safety check for Shenandoah University research protocol <Insert Project ID Number>, <Insert Project Title>

I , have inspected the items listed below and determined them to be electrically safe for use with human subjects.

|  |  |  |
| --- | --- | --- |
| **DESCRIPTION OF ITEM** | **INSPECTION DATE** | **REINSPECTION DATE** |
|  |  |  |
|  |  |  |