



**Kelly Gene Cook, Sr
Civil and Environmental Engineering
ENVIRONMENTAL AND INSTRUMENTATION LABORATORY**

CLEANING PROCEDURE

This procedure should be used when cleaning all sample containers and glassware:

1. Glassware in contact with acid reagent should be rinsed with water before starting the cleaning process with detergent.
2. Remove all labels (plastic tape, paper) or sharpie marks. (For sharpie marks you can use acetone 10%).
3. Wash each sample bottle or piece of glassware with a brush and **phosphate-free detergent**.
4. Rinse with tap water.
5. Rinse with 10 percent hydrochloric acid.
6. Rinse three times with deionized water.
7. Leave the glassware or container to dry on the counter.
8. After everything is clean and dry, return it where it belong.



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CHEMICALS USE

The use of chemicals is limited only to Researchers and authorized Graduate Students.

The chemicals are stored following the NFPA Hazard color codes, and inside each color it is placed in alphabetic order. An inventory list of the chemicals stored in the chemical storage is in the Laboratory Information Folder. If you use a chemical, make sure that you return it at the same place you found it.

In order to use chemicals, you **must** follow these rules:

1. For using chemicals is necessary to review the Material Safety Data Sheet – MSDS folder, and use the proper personal protective equipment (glasses, apron, boots, gloves, etc).
2. If you open a new bottle of a chemical, you should label it with a sharpie to indicate the open date.
3. When you prepare a solution you must label the container of the solution with the following information:

Solution Name:	Acetone
Concentration:	90 %
Preparation Date:	May 19, 2008
Prepared By:	Sandra Ortega-A

4. If you need to store a prepared solution, make sure that you put it in the correct place. For flammable and corrosive materials, use the storage cabinet for solvents, located under the hood. For storage of acids you **must** use the hood.
5. For chemical disposal review the MSDS or ask for help if you can't identify the correct way to do it.



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TOPLOADING BALANCE USE

To keep the balance operating properly, please follow these steps when you use it:

1. You **MUST NOT** move the balance if it was already set up, or if the balance air bubble in the indicator is centered.
2. Use proper weigh dishes or weigh paper in order to prevent chemicals spilling on the balance.
3. The housing and platform should be kept clean and free from foreign material. If you accidentally spill chemicals on the balance, turn it off and clean using a brush located close to the balance. If it is necessary, in some cases you can use mild soap or diluted bleach (10%) with a soft cloth (In this case, please review the operating manual or ask for help).
4. Make sure that when you are done with your work you close the housing doors and turn the balance off.



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SAMPLE STORAGE

All samples stored in the refrigerator or freezer must be labeled following the format bellow:

Project Name	Evaluation and Prediction of sediment Loads Within the Town Creek Watershed
Project Leader	Dr. William McAnally John J. Ramirez –Avila (GA)
Sample Type	Water
Sample Number	24
Sampling Date	May 12/13, 2008
Sampling By	John J. Ramirez Avila
Storage Date	May 13, 2008
Sample Description	Water samples from Town Creek Watershed