SUMMARY OF SAMPLE ANALYSIS PROCEDURES FOR THE GENERAL CHEMISTRY AND NUTRIENTS WORKGROUPS

1. Print or view backlog of samples to be analyzed daily. For digested chemistries: check for re-digestion requests before you start. Make sure to read your email regularly during the day but at least first thing in the morning and before you leave.

2. Choose samples to analyze based on:
   - First: Expiration date
   - Second: Priority
   - Third: The weekly target number

3. a) Order samples using the Sample Reservations module in the Laboratory Information Management System (LIMS). Analysts should submit reservations by 2:00 p.m. for samples needed before 10:30 a.m. the next day. Requests submitted between 2:00 p.m. and close of business will be ready for check out after 10:30 the following day. Check samples out of receiving room (use Custody module in LIMS).

   or

   b) If samples have been prepared, retrieve samples from the prep area. The paperwork associated with the preparation is located in the LIMS Prep Worksheet Manager module.

4. Check expiration dates of standards and reagents needed for analysis or preparation. Discard expired standards or reagents immediately and prepare new. Document all preparations appropriately (see DEP SOPs NU-041and NU-042). If you use auto-pipettes check their label and re-calibrate if necessary before use (see DEP SOP NU-039). If you use a balance check its calibration status before use and, if necessary, perform a calibration check. Document the calibration check in the balance logbook.

5. Maintain and set up instrument.

6. Analyze samples. Check QC results while the run is going, if possible. Follow all applicable SOP instructions and if in doubt about the analysis protocol or any acceptance criteria consult your supervisor immediately. All DEP SOPs and the Bureau's Quality Manual are accessible through the DEP Intranet:
   a. SOPs: https://fldeploc.dep.state.fl.us/dcs/sop/query.asp
   b. Quality Manual: http://www.dep.state.fl.us/labs/library/progplan.htm

7. Print results and complete the analysis report (e.g. sample values, peaks and calibration, reagent and standard prep. sheets, bench sheet, digestion paperwork).

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8. a) Check samples back into the receiving room.

   Or:

   b) Cap prepped samples and if necessary change status of samples needing redigestion to W (use Prep Worksheet Manager module in LIMS).

9. Import results into the QC Manager. Perform calculations. Upload results to LIMS.

10. Sign and place all paperwork associated with the analysis in a manila folder and turn the folder in to your supervisor.

11. Supervisor reviews results and authorizes data uploaded to LIMS.

12. References:

    12.1. DEP SOP NU-039, Calibration of Auto-pipettes and Dispensers.

    12.2. DEP SOP NU-041, Reagent Preparation Procedure.

    12.3. DEP SOP NU-042, Standard Preparation Procedure.

Appendix of Changes

08/31/2012 Revised sections 4 and 6 and added section 12 for references.

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