Daily TKN Digestion Log

Name: _____ **Date: _____**

Time In:_____ **Time Out:_____**

Lunch (if taken): _____ to_____ **Break #1 (if taken): _____to_____**
Break #2 (if taken): _____to_____

Part I: Before Digestion

Daily Tasks:
- ☐ Check email
- ☐ Create prep worksheet(s)
- ☐ *(If needed)* Adjust worksheet for re-digests
- ☐ Preheat blocks
- ☐ Retrieve standards from fridge
- ☐ Collect samples from receiving
- ☐ *(If needed)* Collect or mark shared samples
- ☐ *(If needed)* Retrieve tubes from dishwasher
- ☐ Organize sample bottles
- ☐ Label and organize tubes/mark backlog
- ☐ Check reagent, standard, and pipette expiration dates
- ☐ Prepare diluent
- ☐ Pipette diluent for blanks, LFBs, and sample dilutions
- ☐ Pipette samples that you have
- ☐ *(If Needed)* Pipette samples that are shared

Samples: _____ With: _____

- ☐ Spike all LFBs and matrix spikes
- ☐ Pipette tray standards
- ☐ Add boiling beads and digestion solution
- ☐ Put trays on blocks and start program
- ☐ Start data loggers

Occasional Task:
- ☐ Bring copper sulfate solution prepared day before to volume

Spike witness and tray checker: _____

Time Tray #1 Put on Block: _____ Block #1: _____

Time Tray #2 Put on Block: _____ Block #2: _____

Block and hood usage/cleanliness tracker:

Block/Hood	Date block/hood last completely cleaned	# of uses since last cleaned
Thunderbird		
Goliath		
Hercules		
Atlas		
NOTE: Block and hood should be completely cleaned after **FIVE** uses before being used again		

Part II: During Digestion

Daily Tasks:
- ☐ Prepare reservation for next day
- ☐ Complete worksheet
- ☐ Return samples

Check and complete tasks for items needed next day:

PREPARE AT LEAST TWO TRAYS WORTH

- ☐ Clean beads
- ☐ Clean tubes
- ☐ Prepare copper sulfate solution (see bottle marking)
- ☐ Order stockroom supplies

Occasional tasks:
- ☐ Completely clean spare hood/block (clean after 5 uses): ☐Thunderbird ☐Goliath ☐ Hercules ☐Atlas
- ☐ Prepare new standards (remake 1 week before exp)
- ☐ Prepare new ERA (remake 1 week before exp)
- ☐ Calibrate pipettes
- ☐ Change bench paper (at least once every 2 weeks)

Part III: After Digestion

Time Tray #1 off block: _____
Time Tray #2 off block: _____

- ☐ Collect, print, and mark temperature data
- ☐ Reconstitute and parafilm
- ☐ ***Check that all samples are returned to the Receiving***
- ☐ ***Check that all standards are stored appropriately***

NOTES:

Staple backlog and turn in completed form at end of day to supervisor