# Daily COLOR Log

**Name: _____** **Date: _____**

**Time started:_____ Time finished:_____**

## Part I: AQ2 Maintenance

**Daily Tasks:**

- ☐ Replace DI water on instrument and in DI bottle
- ☐ Perform instrument cleaning and Daily Start Up
- ☐ Check waste volume and dispose (*if needed*)
- ☐ Replace reaction segments

**Occasional Tasks:**

- ☐ Perform Monthly Maintenance (*once per month*)

| **Date of last Monthly Maintenance** | |
|---|---|

## Part II: Running W-COLOR

**Daily Tasks:**

- ☐ Collect samples from downstairs receiving
- ☐ Organize sample bottles
- ☐ Filter samples
- ☐ Pour run QC
- ☐ Pour samples
- ☐ Monitor run
  - check that all QC is passing
  - prepare necessary dilutions and reruns
- ☐ Check backlog throughout run
- ☐ pH samples

**Occasional Tasks:**

- ☐ Calibrate Instrument
- ☐ Test new standards

## Part III: After Running

**Daily Tasks:**

- ☐ **Final backlog check at 5:00 pm**
- ☐ Return samples
- ☐ Check that no samples are left in your custody
- ☐ Dispose of sample cups and tray
- ☐ Prepare the analysis folder
- ☐ Process data in QCM
- ☐ Submit the folder to the supervisor
- ☐ Restock supplies on bench

**Occasional Tasks:**

- ☐ Turn off AQ2 (on Fridays)
- ☐ Replace bench paper (Once every month)
- ☐ Order stockroom supplies
- ☐ Make new standards
- ☐ Calibrate Pipettes

**Notes:**

*Turn in completed form at end of day to supervisor*