

WRITTEN BY: FSN
DATE: 8/8/91
APPROVED BY: MG
DATE: 8/9/91

SOP # 5603-079.SOP
QUALITY ASSURANCE PROGRAM FOR EDC SAMPLES

CHECK	ACTION STEPS (Capital letters) and Comments (Small letters)
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1. AUX. OPERATOR ONCE PER DAY RUN AND RECORD ON THE APPROPRIATE SPC CHARTS THE FOLLOWING QA's:

a. LIGHT STILL BOTTOMS

b. LIGHT STILL REFLUX

c. HEAVIES STILL REFLUX

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No. 91-1145

2. AUX. OPERATOR IF ANY QA's RESULTS ARE OUT OF CONTROL OR HAVE QUESTIONABLE DISCREPANCIES NOTIFY VCM II LEAD OPERATOR. (IF MAIN LAB PERSONNEL ARE IN THE VCM LAB THEY CAN BE NOTIFIED.)

3. THE VCM II LEAD OPERATOR WILL NOTIFY THE MAIN LAB OF PROBLEMS THAT DEVELOP.

4. THE AUX. OPERATORS WILL NOTIFY THE LEAD OPERATOR OR A SUPERVISOR BEFORE THEY RUN OUT OF QA SAMPLES.

NOTE: IF YOU ARE DOWN TO YOUR LAST TWO DAYS AND HAVEN'T RECEIVED THE NEW BATCH, NOTIFY THE VCM II LEAD OPERATOR OR A SUPERVISOR.

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5. AUX. OPERATORS WILL MAINTAIN THE SPC CHARTS AND PERFORM ANY TASKS REQUESTED BY THE MAIN LAB TO HELP RESOLVE A PROBLEM WITH THE GC's.

6. WHEN THE AUX. OPERATORS RECOGNIZE OBVIOUS INSTRUMENT MALFUNCTIONS, THEY SHOULD RESHOOT THE SAMPLE.

7. AUX. OPERATORS SHOULD BECOME AWARE OF THE VARIABLES THAT EFFECT A GC ANALYSIS.

8. AUX. OPERATORS WILL CHECK THE BOTTLES THAT FEED THE GC's AND CHANGE THEM OUT BEFORE THEY GO EMPTY.

500 lbs - 112 → a. BOTTLES SHOULD BE CHANGED WHEN THE PRESSURE GETS DOWN TO 400 LBS.

NOTE: VERY LOW PRESSURE MAY CAUSE MOISTURE PICK UP TO THE GC's AND WHEN THE BOTTLES GO EMPTY THE DETECTORS IN THE GC WILL BURN OUT.

9. AUX. OPERATORS WILL NOTIFY VCM II SUPERVISION WHEN IT'S TIME TO REORDER GAS BOTTLES.

10. VCM II LEAD OPERATORS AND SUPERVISION WILL VIEW THE SPC CHARTS REGULARLY.

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SOP # 5603-080.SOP
MAIN LAB RESPONSIBILITIES

CHECK	ACTION STEPS (Capital letters) and Comments (Small letters)
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- _____ 1. THE MAIN LAB WILL RESPOND TO PROBLEMS REPORTED WITH THE GC's.
- _____ 2. WHEN REPAIRS ARE MADE THE REPAIR STAFF WILL MAKE NOTES IN THE LOG BOOK AND ON THE QA CHARTS.
- _____ 3. MAIN LAB STAFF WILL TRAIN THE AUX. OPERATORS ON TECHNIQUES OF SHOOTING SAMPLES.
- _____ 4. THE MAIN LAB WILL TRAIN AUX. OPERATORS ON HOW TO RECOGNIZE VARIABLES THAT EFFECT GC ANALYSIS.
- _____ 5. THE MAIN LAB WILL DETERMINE ANY BAKE OUT PERIODS THAT MAY BE NECESSARY.
- _____ 6. THE MAIN WILL PROVIDE THE QA SAMPLES ON A TIMELY BASIS.
- _____ 7. THE MAIN LAB AND VCM II SUPERVISION WILL WORK TOGETHER TO RESOLVE ANY PROBLEMS.

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