

**Section 1 - Personnel capability checklist for laboratory procedures
PRODUCTION LABORATORY**

During training, each person who will be working in the lab needs to complete this list with initials as they master skills and gain knowledge. Only after this list is complete,

	Understand where to record aliquot masses.			
	Know how, what and how much acid to add to the samples and the aliquots.			
	Know how to clean digestion bottles.			
	Know how to clean repipette tips.			

	Know what reagents to add during this procedure, where they are stored and how to make up more			
	Know what color the samples might be.			
	Understand what is learned by using the mirror to check the samples and why it is important.			
	Know when to use new peroxide.			
	Explain why the bottom cap must always stay on longer than the top cap.			
	Know the temperature that the samples and hotplate need to be before starting this process.			
	Know where the cation column acids are stored.			
	Know how to set up the column rack and columns.			
	Understand the column conditioning process, what it does, and the steps involved with the two different acids.			

CATION COLUMNS

	process and why.			
	Know what to place in the hood before starting this process.			
	Explain how much of what acid is added to the beakers and why they need to sit for at least 30 minutes on the warm hotplate.			

