**SIL Morning Checklist C:\Users\SIL\AppData\Local\Microsoft\Windows\INetCache\Content.Word\download.jpg**

1. **Take a quick look at all the instruments.** 
   1. Are the traces normal?
   2. Do the data look okay?
   3. Is liquid nitrogen running low?
   4. If the instrument is still running, does everything appear normal? (Source on? Are the messages on the message log up to date? I.e., last message was less than a couple minutes ago.
   5. If the run has finished, does the instrument require new EtOH? It takes a while to chill and it’s good to start it early. Same goes for defrosting in the summer.
   6. If the run has finished, close tanks and remove samples to go onto the cart.
   7. Sights, sounds, smells. Is anything out of the ordinary? Any burning smells, grinding sounds, or electronics off that should be on?
2. **If Spock has finished running, start a bellows refill.**
3. **Is the sample cart ready on M-W-F?** The cart should be filled with samples ready to go back to NOAA and secured with bungees and ties. They pick it up anywhere from **8:30 am to 9:15am**, and return a full cart. Make sure the cart is ready and tied up before then! Offload samples from the new carts after delivery. Even if you prepare the cart the night before, make sure the flask room door is open the next morning.
4. **If instruments are ready to turn over:** Prioritize tasks. What run is going to take the longest and needs to be started first? Try to multitask as much as possible, maybe you can load new samples as EtOH chills so the run is ready to start as soon as the EtOH reaches -90®C.