

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 1	Revision : 10-18-2005 Date :
Stacy Howell	Title: Labeling and Preparation of Volumetric Solutions	

QA-LAB-01

Safety:

Wear all PPE equipment when preparing volumetric solutions (Safety glasses and gloves).

Purpose:

This procedure is to outline the process in developing a date of preparation and expiration for volumetric solutions.

Procedure:

1. The preparation of volumetric solutions must be recorded in the volumetric solutions log book
2. The date of preparation and expiration for the solution must be recorded in the volumetric solutions log book.
3. The date of preparation and expiration of the solution should be recorded on the container that holds that solution.
4. The container for the solution must also be marked with the contents of that container, the initials of the person who prepared the solution, the number of the logbook the preparation of solution was recorded in, and the page number it was recorded on.
5. The manufacturer, lot number, and expiration date of the raw materials (if expiration date is available) should be recorded in the logbook.
6. The person who prepared the solution must initial and date the page in which the solution was prepared.
7. All volumetric solutions prepared in this lab should expire 6 months from the date of preparation.

Examples:

When preparing a volumetric solution it must be recorded in the logbook as follows:

19% Glacial Acetic Acid

Weigh out 190.12 g of Glacial Acetic Acid (JT Baker Lot A38803 Exp: 03/2009) into clean 1000ml volumetric flask and fill to volume with distilled H₂O. Mix well.

Prep:05/19/2005

Exp: 06/19/2005

SH 05/19/2005

Container of Solution

19% Glacial Acetic Acid

SH

Prep:05/19/2005

Exp. 06/19/2005

Logbook 1/2