
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Labeling and Preparation of Volumetric Solutions	Number: L12-PR-100-025	
	Owner: Stephen Ballew	Revision: 2	
	Effective Date: 03/31/2013	Page: 1 of 2	

1.0 Purpose

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

2.0 Scope

This procedure applies to all volumetric solutions. All volumetric solutions are to be prepared in the QA lab.

3.0 Responsibility

Volumetric solutions are the responsibility of the Chemist and QA Lab Technicians.

4.0 Safety Considerations

Wear safety glasses, lab coat, and nitrile gloves. When specified, mixing of chemicals shall be performed in the fume hood.

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

5.0 Materials/Equipment



- Volumetric Solutions Log Book

6.0 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.

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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 as follows:

Log Book:

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

7.0 Reference Documents

N/A

8.0 Change Information

Updated using *SOP Template Instructions (Q12-PR-100-004)* and *Document Numbering (Q12-PR-100-003)*

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