

## 1. Procedure summary

This procedure details the steps used to setup Settling Tubes.

### 1.1 Related Procedures

N/A.

### 1.2. Procedure impacts and concerns

Safety

Wear gloves when working with samples as cultures may have been treated with pesticides or other harmful chemicals.

Quality

Discretionary equal amounts should be allocated in each tube.

Delivery

Cultivation submit morning pond samples.

Environmental

Local policies and procedures should be followed as determined by the site leadership.

Cost

Compliance

Compliance with OSHA's Hazardous Waste Operations And Response, and Hazardous Communications Standard In addition to the Sapphire Energy, Inc. Chemical Hygiene Plan is required (See 29 CFR 1910.120 and 1200).

### 1.3. Responsibilities and owners

Document Owner

Manage contentment and distribution

Kari Mikkelson

Process Owner

Responsible for content and process validation

Rebecca White

Site Manager

Responsible for implementation and conformance

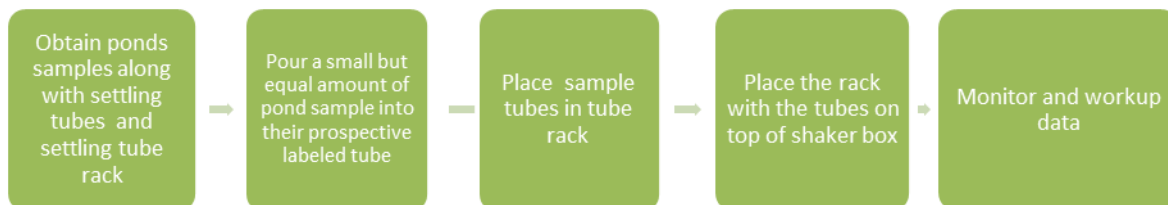
Rebecca White

## 2. Process

### Process description

The process involves pouring a discretionary equal amount of each pond sample into labeled settling tubes and placing each tube in a tube rack. This is used as a part of our pest management process.

### Process diagram: Work Instruction



### Equipment and Supplies

Pond Samples

Settling Tubes

Settling tube rack

### 2.3 Process steps

1. Obtain pond samples, settling tubes and settling tube rack.
2. Label each settling tube with their corresponding pond sample.

3. Place each labeled tube in a label tube rack and place rack on top of a shaker box.
4. Monitor for pest and discard after 24 hours.

### 3 Required documents

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#### Input documents

**Output documents** L:\QAQC\DataAnalysisTemplates\Cropprotectiondataoverviewdatatemplate  
 Crop protection data overview

### 4 Document control

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#### Revision history

R0 – Initial Release – Aida Brooks	11/2013
R1 – Aida Brooks	11/2013

#### Document approval

<Name>

<Approval date>

#### Document reviewers

Cheng Fang  
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<Last reviewed  
 date>  
 <Last reviewed  
 date>

### 5 Risk analysis

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<Risk name>

<Mitigation plan>

<Owner  
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 <RPN  
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