

## 1. Procedure summary

This procedure details the steps used to setup culture in “Settling Tubes” to check for large pests, typically rotifers.

### 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 aliquoted in each tube.
Delivery	Results will be reported in a timely manner to allow for pest treatment if necessary.
Environmental	Local policies and procedures should be followed as determined by the site leadership.
Cost	Approximately \$0.50 per culture checked
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

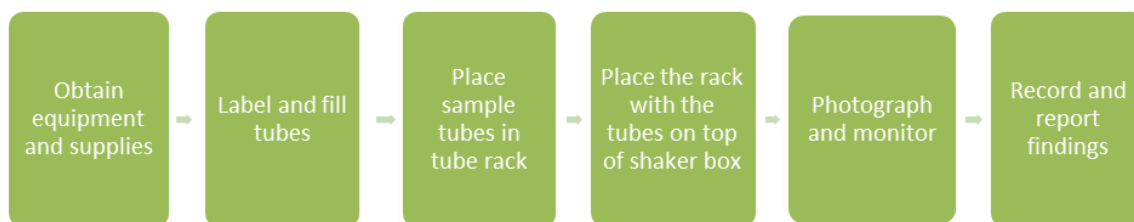
Document Owner	Manage contentment and distribution	Kalli Lambeth
Process Owner	Responsible for content and process validation	Alina Corcoran
Site Manager	Responsible for implementation and conformance	Becky Ryan

## 2. Process

### Process description

To monitor for large pests such as rotifers, pond samples are poured into labeled culture tubes and allowed to settle for 1 hour, after which they are visually checked for pests.

### Process diagram: Work Instruction



### Equipment and Supplies

Permanent marker  
Pond samples  
14mL snap cap culture tubes  
Culture tube rack  
Camera

### 2.3 Process steps

1. Obtain pond samples, culture tubes and tube rack.
2. Label each tube with their corresponding pond sample.
3. Place each labeled tube in a date-labeled tube rack and place rack on top of a shaker box.
4. Take a time zero (t0) photo of the whole rack of tubes.
5. After one hour, take another photo (t1) of the whole rack.
6. Visually check the tubes for rotifer presence. Record if ponds are positive or negative for rotifers
7. In N:\Crop Protection\Crop Protection\Rotifers\Rotifer tracking, subfolder of the current year, generate a folder labeled by the week. Save the t0 and t1 photos and an excel sheet with the pond +/- notes.
8. If any ponds are positive for rotifers, notify the crop protection team immediately.
9. Monitor tubes for rotifers for an additional 24 hours, and then discard.

## 3. Required documents

### Input documents

NA

### Output documents

N:\Crop Protection\Crop Protection\Rotifers\Rotifer tracking

## 4. Document control

### Revision history

R0 – Initial Release –Kalli Lambeth	4/2016
R1 –	

### Document approval

<Name>

<Approval date>

### Document reviewers

<Last reviewed date>

<Last reviewed date>

## 5. Risk analysis

<Risk name>

<Mitigation plan>

<Owner>

<RPN>