1. Procedure summary

This procedure details the steps used when performing Microscope Observation for IABR ponds samples.

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	Equal amounts should be poured into 50ml conical tubes.
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

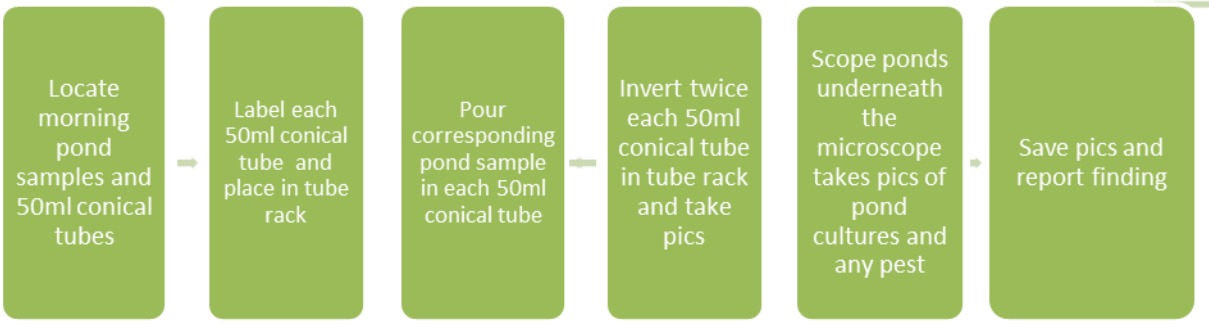
Document Owner	Manage contentment and distribution	Kari Mikkelson
Process Owner	Responsible for content and process validation	Rebecca White
Site Manager	Responsible for implementation and conformance	Rebecca White

2. Process

Process description

The process involves pouring pond samples into labeled 50ml conical tubes. Place each 50ml conical tubes in a rack, invert the tubes twice and take pictures while they are positioned upright in the rack. Then proceed to the Scope observation room.

Process diagram: Work Instruction



Equipment and Supplies

Pond Samples
50ml Conical Tubes
Conical tube Rack

Camera

2.3 Process steps

1. Obtain morning pond samples, 50ml Conical tubes and rack.
2. Label each 50ml conical tube with their corresponding pond sample.
3. Place each labeled tube in rack, invert each tube twice then take pictures of 8 or 10 conicle at a time. Create a new folder in the pond photo folder save it with the correct date and place the pictures inside the folder.
4. Take the rack with the tubes to the microscopes room , turn on the microscope and open the microscope application on the computer by clicking on the icon.
5. Place 15 micro liters of your first sample from the 50ml conical tube the microscope slide glass and start observering the health of the culture, look for signs of stress, pest or anything unusual.
6. Takes a few pictures of the culture using 10x, 20x and 40x objective lens.
7. Create a new folder in the Scope observation folder and save pictures.
8. After you finished scoping pond samples email finds along with suggestions to QAQC.
9. Record and save findings in the Scope observation template and in the Crop protection Data template. These templates can be found in our data analysis folder on the Columbus drive.
10. Retake pictures of the now settled culture of each labeled tube in the tube rack and put in the folder.

3 Required documents

.

Input documents

Output documents
Crop protection data overview

4 Document control

.

Revision history

R0 – Initial Release – <Editor name>	<Date>
R1 – Aida Brooks	<Date>

Document approval

<Name> <Approval date>

Document reviewers

Cheng Fang <Last reviewed date>
Kari Mikkelson <Last reviewed date>

5 Risk analysis

.

<Risk name>	<Mitigation plan>	<Owner>	<RPN>