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$\ f \ $	POMONA COLLEGE	and Research Laboratory			
		Standard Operating Procedure	Title: ICP-MS Guide		
		Approved By: TBD	Revision Date: June 15, 2017		

1. Scope and Application

- 1.1 The scope of this SOP is train researchers...
- ${\bf 1.2}$ The applications of this SOP are for...

2. Summary of Method

2.1 This SOP does this...

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- 3. Acknowledgements
- 4. Definitions
 - **4.1** Term1: is...
- 5. Biases and Interferences
 - **5.1** Biases and interferences can come from...
- 6. Health and Safety
 - **6.1** Describe the risk...

Safety and Personnnel Protective Equipment

- 7. Personnel & Training Responsibilities
 - **7.1** Researchers training is required before this the procedures in this method can be used...
 - 7.2 Researchers using this SOP should be trained for the following SOPs:
 - SOP01 Laboratory Safety
 - SOP02 Field Safety
- 8. Required Materials and Apparati
 - **8.1** Item 1 w/catalog number!
 - **8.2** Item 2
- 9. Reagents and Standards
- 10. Estimated Time
 - 10.1 This procedure requires XX minutes...

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- 11. Sample Collection, Preservation, and Storage
- 12. Procedure
 - **12.1** Prepare . . .
 - 12.2
- 13. Data Analysis and Calculations
- 14. QC/QA Criteria
- 15. Trouble Shooting
- 16. References
 - **16.1** APHA, AWWA. WEF. (2012) Standard Methods for examination of water and wastewater. 22nd American Public Health Association (Eds.). Washington. 1360 pp. (2014).

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