**STANDARD OPERATING PROCEDURE**

**Name of procedure:**

Date or update of SOP:

Supervisor name: After hours contact:

Designated Area:

Procedure is located in room(s) \_\_\_\_\_\_\_\_\_.

Personal Protection:

* Lab Coat
* Nitrile Gloves
* Chemical Hood

Process (in detail):

* Assemble SPE multi-channel vacuum extractor
* Prepare the column by soaking the packing material using solvent
  + Fill the column to capacity with the intended rinsing solvent
  + Hold solvent over column for 2 minutes
  + Vacuum solvent out of column and into the collection reservoir taking care to leave approximately 1mm of solvent above the packing material
* Re-suspend sample in solvent
* Transfer re-suspended sample onto SPE cartridge using glass Pasteur pipette
* Apply vacuum to the extraction assembly
* Vacuum the sample through the column and into the collection reservoir
  + Take care to leave 1 mm of solution above the packing material in the column
* Repeat the process of re-suspending the sample in solvent, transfering the solution onto the cartridge, and vacuuming the solution through the column into the collection reservoir

Spill and Accident Procedure:

**Spill** –

**Accident-**

Hazards involved in procedure:

* Chemical Hazards: solvents
* Physical hazards: glass and vacuum

Special Handling Requirements:

Approval Required:

Training Documentation

|  |  |  |
| --- | --- | --- |
| Print Name | Sign | Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |