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| Sample ID | F.A.M.E. ID | Sample volume or mass | Sample ID | F.A.M.E. ID | Sample volume or mass |
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| **STEP 1: Preparation**   * Fill the water bath and turn on hotplate (73 = metal cup, 93 = square metal bowl) * Turn on SpeedVac refrigerator * Add 400ul of sample into a reaction vial * Dry reaction vials on using SpeedVac for 15mins * Gather and label vials and test tubes   **STEP 2: Derivitization**   * Add 400uL of KOH into each reaction vial * Warm each reaction vial for 15min at 55oC * Prepare test tubes with sodium sulfate * Cool reaction vial in ice bath for 3min * SLOWLY add 200uL of H2SO4 into each reaction vial * Cool reaction vial in ice bath after the addition of acid * Vortex each reaction vial for approx. 10sec to thoroughly neutralize reaction.   **STEP 3: Storage**   * Add 3mL hexanes to each reaction vial * Vortex each reaction vial until mixed thoroughly * Allow reaction vial to rest for at least 5mins * Use a Pasteur pipette to draw off hexanes layer * Transfer hexanes layer into a test tubes containing sodium sulfate * Vortex hexanes and sodium sulfate layer to “dry” solution * Transfer “dry” hexanes into GC storage vials   + Wrap vials in Parafilm and store in residential freezer   + **Prepare a GC storage vial of hexanes.** |