WW.	Environmental Analysis Teaching	Date: X/XX/XXXX	SOP No. X
	and Research Laboratory		
POMONA	Standard Operating Procedure	Title: Hach DR3900	
POMONA COLLEGE	Approved By: TBD	Revised: February 1,	2024

# 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

#### How to do a measurement

- 12.1 Select the applicable program from the programs menu (e.g., Stored Programs, User Programs, Favorites).
- **12.2** Install the cell adapter, if necessary.
- 12.3 Push Start to start the program
- 12.4 Prepare the blank according to the method document. Close the sample cell and clean the optical faces of the sample cell with a lint- free cloth.
- 12.5 Insert the blank sample cell into the cell compartment. Make sure to install the blank sample cell in the correct and in a consistent orientation so that the results are more repeatable and precise.
- 12.6 Close the instrument cap to prevent light interferences
- 12.7 Push Zero. The display shows a concentration of zero (e.g., mg/L, ABS, g/L).
- 12.8 Prepare the sample. Add reagents as specified by the method document.
- 12.9 Select Options; Start Timer to use the stored timers within the program.
- 12.10 Close the sample cell and clean the optical surfaces of the cell with a lint-free cloth
- 12.11 Insert the sample into the cell compartment. Make sure to install the sample cell in the correct and in a consistent orientation so that the results are more repeatable and precise.
- **12.12** Close the instrument cap to prevent light interferences.
- **12.13** Push Read. The display shows the results in the selected units.
- 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

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