Hammond Bay Biological Station
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STANDARD OPERATING PROCEDURE

PROCEDURE TITLE: Sampling procedures for new shipments of treatment-grade TFM

AREA OF APPLICABILITY: This procedure is applicable to anyone sampling TFM shipments for quality assurance purposes

SCOPE: To describe the procedure for properly sampling new shipments of treatment-grade TFM

PRINCIPLE: To use a standard method for sampling new shipments of treatment-grade TFM

PROCEDURE:

A. Equipment:

1. Any electric laboratory mixer, or battery powered drill with mixing propeller
2. Pipettes (10 mL capacity)
3. Test tubes (10 mL or larger volume) with screw caps
4. One liter amber plastic or glass jars with caps
5. 250 mL amber plastic or glass jars with caps
6. Large volume sampler, such as a kitchen baster, for filling jars
7. Latex gloves

B. Method:

1. Ten unopened cans should be selected from each lot. Each can should be from a separate pallet if possible
2. Protect floor from spills by sampling on a piece of used cardboard, or a sheet of plastic.
3. Mix TFM using laboratory mixer or battery powered drill equipped with a mixing propeller, for at least 3 minutes before sampling. Mix all cans for the same length of time.
4. Obtain the following samples from each new lot:

a. **10** test tubes, 10-15 mL volume (each test tube from a different can, each can from a different pallet)
b. **1** 250mL jar
c. **1** 1L jar

5. Between cans, rinse sampling tool (pipette or baster) by filling once with TFM, decanting, and filling a second time.
6. Collect samples from middle to bottom of the can.
7. Label all samples so that they can be identified by lot number.
8. While sampling observe and record any properties of the TFM that may be of interest, such as an unusual viscosity or observable sediment in test tubes.