

GENERAL OPERATING PROCEDURE

PROCEDURE TITLE: Weighing Chemicals

APPLICABILITY: Branch of Aquatic Ecosystem Health

PURPOSE: To assure quality and consistency in weighing out chemicals

PROCEDURES:

- A. Read Material Safety Data Sheets of all chemicals that will be used during this procedure.
- B. Weighing Chemicals
 1. Calibrate and operate balance according to specific SOP for the balance.
 2. Place a clean weigh boat, piece of weigh paper or a transfer vessel on the balance pan and tare the balance.
 3. Open the chemical container. Place a clean Kimwipe down on the desk top and then set the lid down on top of the Kimwipe.
 4. Use a clean spatula to dispense the chemical onto the weigh boat/paper/vessel.
 5. Remove the weigh boat/paper/vessel from the balance when adding large amounts of chemical to avoid spillage and spill being weighed. When nearing the proper weight, the weigh boat/paper/vessel can be placed back on the balance.
 6. Add small amounts of the chemical to obtain the desired weight on the balance.
 7. If the desired weight is surpassed, remove small amounts of chemical until the desired weight is reached. **Do not return the chemical to the source vessel.** Discard the excess chemical in the appropriate waste receptacle.
 8. After the correct weight has been obtained, carefully remove the boat/paper/vessel to avoid spilling any weighed chemical.
 9. Replace the top of the chemical container and return it to the proper location. If the bottle is being used for the first time, record the "date opened" information on the chemical labeling tape.
 10. If the chemical being removed is a test chemical, record all necessary weights in the Test Chemical Use Log according to SOP GEN 012.

ORIGINAL

11. If a chemical container is emptied during the weighing process, remove the chemical labeling tape and wash or rinse as needed. Dispose of the container in the appropriate waste receptacle.

REVIEWED BY: David M. Kennedy
Quality Assurance Officer

DATE: 5 June 2009

APPROVED BY: [Signature]
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Acting

DATE: 08 Jun 2009