

# Instrument-Specific Policies

## Agilent 1200/1260 High-Performance Liquid Chromatography

SciTECH STAFF LEAD: **ALYSSA TSUKADA** ([alyssa.tsukada@wwu.edu](mailto:alyssa.tsukada@wwu.edu))

REVISED: 2/6/23

### Safety Trainings

SciTech requires individuals to complete the Environmental Health and Safety (EH&S) Chemical and Laboratory Safety training through canvas. This canvas course can be found through WWU's EH&S training webpage, SciTech's New Users' webpage, or as prompted by FOM. Individuals must notify the appropriate staff member of their completion of the course. The course certification will need to be renewed annually.

### Training and Certification for Independent Use

Standard training for the FCM includes:

- General lab space and safety introduction
- Turning on the instrument and computer
- Application and/or preparation of running buffer
- Instrument equilibration
- Running blanks, standards, and samples
- Instrument shut-down
- Data analysis within Agilent software or mNova
- Creating calibration curves
- Data transfer

Optional modes of operation that require additional training from the SciTech staff include, but are not limited to:

- General method development
- LOB, LOD, and/or LOQ assessment
- Buffer gradients
- Sample spikes

Please email the SciTech staff instrument lead to request additional training.

### Scheduling Instrument Time

Reservations can be made no more than 30 days and no less than 24 hours in advance.

Requests for training must be made two days in advance of the desired session time by emailing the instrument staff lead.

Individuals are restricted to a maximum of three sessions per week unless express permission has been granted by the instrument staff lead. Only one user may reserve the instrument per day unless appropriate arrangements have been made with the instrument staff lead.

### Data transfer and storage

SciTech is presently working on establishing methods for centralized data sharing and long-term data storage. Individuals are expected to save their data to an external source such as a flash drive, SharePoint, or Google Drive. Data can be temporarily stored on the local drive of the HPLC's workstation computer; however, due to limited space, any files older than a year may be deleted.