

# Instrument-Specific Policies

## Flame Atomic Absorption Spectrometer

SciTECH STAFF LEAD: CASSI KING ([cassi.king@wwu.edu](mailto:cassi.king@wwu.edu))

REVISED: 1/29/24

### 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 date of the course. The course certification will need to be renewed annually.

### Training for Independent Use

Standard training for the Flame AA includes:

- General lab space and safety introduction
- Accessing the computer and turning on the instrument
- Start up and shut down procedures
- Standard prep and instrument calibration
- Software introduction and method development
- 

Users must be explicitly trained to use any specialized modes of operation or special attachments before they can operate them independently. Please email the SciTech staff instrument lead to request additional training.

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

- Use of nitrous oxide
- UltrAA lamps

### Scheduling Instrument Time

Hours of operation are 8am to 5pm Monday through Friday.

Reservations can be made up to 28 days in advance.

Request for assistance must be made at least 24 hours in advance.

Requests for training must be made at least two days in advance of the desired session time through emailing the instrument staff lead. A minimum of three training sessions must be completed by SciTech staff and approval must be given before a user can operate the instrument independently.

Individuals are restricted to a maximum of three sessions per week unless express permission has been granted by the instrument staff lead. Single reservations may not exceed 8 hours unless appropriate arrangements have been made with the instrument staff lead.

## Data transfer and storage

Individuals are expected to save their data to an external source such as a flash drive, SharePoint, or Google Drive at the time of their reservation. SciTech is currently working to establish a centralized long-term data storage (two years max) for all our instrumentation. Please save your data in the DATA folder on the C drive accessed through the desktop shortcut or file explorer. However, due to limited space, any files older than two years may be deleted.