Agilent Technologies

**Agilent Pilot Scale Purification System –
Familiarization Checklist**

Thank you for purchasing an Agilent **instrument** solution. This checklist is used to provide a guide on what aspects of your instrument should be covered when the Familiarization service has been included in your order. This checklist will be completed at the end of the service and provided to you as a record of the familiarization.

Customer Information

·   Familiarization is intended to give operators a basic overview of the operation and maintenance of new instruments and is not designed to substitute for a full operator-training course.

·   Further training, advice and consultation can be obtained upon request.

·   The manuals/media delivered with the system will be used as a guide during familiarization. Please make sure they are available.

·   Specifically Not Included in the Familiarization service (unless explicitly ordered):
Training on basic PC operation, peripherals and/or operating systems
Training to groups larger than five people
Customized method/application development and/or testing or testing of customer samples
Fundamentals/theory of instrument techniques unless explicitly stated.

Service Engineer's Responsibilities

·   Discuss familiarization topics and agree upon focus areas with customer within the allotted time.

·   Only complete/printout sections or pages that relate to the system that has been installed.

·   Complete empty fields with the relevant information.

·   Complete the relevant checkboxes in the checklist using a "X" or tick mark "ü" in the checkbox.

·   Complete Not Applicable check boxes to indicate optional services or product functionality not included

·   Complete the Service Review section together with the customer.

Additional Instruction Notes

None

General Familiarization

q Provide the customer with an overview of their system, its components and locations which have been installed and indicate the parts of the system that familiarization will be provided on.

q Identify associated instrument connections, including power connections, communications and LAN interface connections.

q Describe where to find the resources available (e.g. instrument manuals, user guides, on-line help) for the system.

q Demonstrate how to use the on-line and off-line help

q Explain need for avoiding growth of algae within the system which can create problems and high costs for customers as this is not covered by the warranty or support contract (Customer is liable for repair charges).

Guidance

The following sections may include optional system components which may/may not be applicable during familiarization. Check the Not Applicable boxes, as appropriate.

System Start-up

q Explain how to start up the and close down the system/modules in the correct order

  q SD-1 or SD-2 pump 1 and 2

  q 218 or SD-2 injection pump

  q 530 OPTO IB

  q 530 fraction collector

  q 325 UV/vis dual wavelength detector

q Explain where to find the status indicators and what they mean

q Explain the need for warm up time of the lamps

q Explain the need for equilibration time for the pumps and flow cell.

q Explain the air connections

System Familiarization

q Provide a brief overview of the available parameters for each of the installed module(s)/system.

q Explain the solvent flow path within the system

  q Solvent delivery system

  q Manual injector and mast kit valves (if installed)

  q Injection pump

  q Detector

  q Fraction Collector

  q Interface Box

q Explain the waste management and the flow path

- ❑ Explain the importance of solvent and sample quality
- ❑ Demonstrate how to prime/purge the system
- ❑ Explain features of 530 fraction collector
    - ❑ Air inlet
    - ❑ Constant/pulse air flow
    - ❑ Recycle feature (if installed)
- ❑ Explain sample injection modes
    - ❑ Manual sample injection
    - ❑ Sample injection with main pump
    - ❑ Sample injection with injection pump
    - ❑ Anti-siphon valve
- ❑ Explain prime valve and/or bypass valve functions
- ❑ Explain column forward/reverse and/or back flush valve functions

Maintenance & Diagnostics

- ❑ Demonstrate how to search and access maintenance/diagnostic tools, documents and guides.
- ❑ Using the User manual, point out the basic repair and maintenance tasks:
    - ❑ For pumps (solvent and injection), review the replacement of valves, frits, and seals, filters and seal wash parts (if applicable)
    - ❑ For injection pump, review cleaning with solvent to remove all the sample from pump head to avoid contamination
    - ❑ For manual injector, review flushing and rotor seal replacement
    - ❑ For detector, review replacement of lamps, cleaning and flushing of flow cell
    - ❑ For fraction collector, review the cleaning and flushing of all fraction lines
- ❑ Review the consumables needed to run the system using the consumable catalogs for guidance.

Service Review

- ❑ Complete the Service Engineer Comments section below, if applicable.
- ❑ Explain how to log an instrument service call and what support services are available.
- ❑ Perform a review (~10mins) of Agilent's web site and web links listed below.
- ❑ Explain Agilent's instrument warranty policy.
- ❑ Advise customer of additional instrument training options available.

Service Engineer Comments (optional)

If there are any specific points you wish to note as part of performing the installation or other items of interest for the customer, please write in this box.

Other Important Customer Web Links

q How to get information on your product: Literature Library - http://www.agilent.com/chem/library

q Need to know more? - www.agilent.com/chem/education

q Need technical support, FAQs? - www.agilent.com/chem/techsupp

q Need supplies? - www.agilent.com/chem/supplies

Service Completion

Service request number   _____   Date service completed _____

Agilent signature   _____   Customer signature   _____