

Approved by Director: Dr. Guy Vallaro

1. Proper anti-contamination procedures shall be followed during the formulation of dH₂O according to DNA SOP-1.
2. Prepare containers to be filled. Containers such as 50 mL conical tubes, one liter nalgene bottles, graduated cylinders, etc.
3. Check and make sure the Milli-Q System is in READY Mode by the LCD screen.
4. Press the recirculation button on the Q-POD keypad to place Milli-Q System into a forced recirculation mode (the system will recirculate water for 3 minutes). Wait for the displayed Resistivity to rise (may take several seconds) to 18.2 MΩ.cm and the displayed TOC to change (may take up to 9 minutes but can be shorter) to a minimum of 5ppb.
5. Press the +/- button on the Q-POD keypad to change the desired amount of water. If necessary, use the Q-POD Unit Plunger to adjust the dispensing water flow (see User Manual if necessary).
6. Press the dispensing water button to dispense dH₂O into containers.
7. Assign the appropriate lot number (fill date), control date, and initials to the batch of dH₂O. The control date for dH₂O is 1 year from date of fill.
8. Store the dH₂O at room temperature.
9. Refer to **DNA QR-268** for QC testing if filling 50mL conical tubes used during DNA testing which includes sample preparation through amplification. One Liter bottles that are filled for 3130 instruments do not require QC testing before use but are lot tracked. Therefore, record lot information of fill only on **DNA QR-268** for 1 liter bottle fills.