

*Approved by Director: Dr. Guy Vallaro*

1. Proper anti-contamination procedures shall be followed during the dispensing of dH<sub>2</sub>O according to DNA SOP-1.
2. Prepare containers (e. g. 50mL conical tubes, graduated cylinders, carboys, etc.) to be filled.
3. Check the LCD display on the main unit to make to make sure the Milli-Q System is in READY mode. If it is not, put into READY mode before use.
4. Use only the Q-POD unit for dispensing dH<sub>2</sub>O; do not use the E-POD unit.
5. Water may be dispensed by pressing the blue plunger on the Q-POD unit. Press the plunger again to stop the flow of dH<sub>2</sub>O. Alternately a set amount of dH<sub>2</sub>O can be dispensed by adjusting the volume using the “+” or “-“ buttons on the Q-POD unit and pressing the graduated cylinder icon button.
6. During dispensing make sure the Q-POD unit display has a Resistivity of 18.2MΩ and a TOC of less than or equal to 5ppb.
7. Assign the appropriate lot number (i.e. the fill date), control date and initials to the batch of dH<sub>2</sub>O. The control date for dH<sub>2</sub>O is one year from the date of fill. Refer to **DNA QR-268** for QC testing requirements if filling 50mL conical tubes to be used for DNA testing (sample preparation through amplification). Dispensed dH<sub>2</sub>O used only for washing needs only to be marked with the fill date and initials.
8. Store dH<sub>2</sub>O at room temperature.