APPENDIX AA Ohio Water Microbiology Laboratory Selected Examples of Equipment Log Sheets

Calibrated by a qualified technician annually					
Date of Maintenance	Action Performed	Comments	OK to Use?	Initials	

Laboratory Balance

Laboratory Incubator

Date Tested	Expected temperature	Observed temperature with lab thermometer	Initials	Comments

Temperature check quarterly; Criteria for acceptance: for example, $36^{\circ}C \pm 1.0^{\circ}C$

Laboratory Water Bath

Date Tested	Expected temperature	Observed temperature with lab thermometer	Drained and cleaned?	Initials	Comments

Temperature check quarterly; Criteria for acceptance: for example, $36^{\circ}C \pm 1.0^{\circ}C$; Drain and clean quarterly

Laboratory Refrigerator

Date Tested	Expected temperature	Observed temperature with lab thermometer	Initials	Comments

Temperature check quarterly; Criteria for acceptance: For example, 1°C to 4°C

Digital Thermometer

Checked bi-annually with the NIST thermometer; Criteria for acceptance: for example, $30^{\circ}C \pm 0.2^{\circ}C$

Date tested	Thermometer identification	Thermometer reading	NIST reading	OK to use?	Initials

Autoclave

End of each day = drain autoclave (not recorded); Twice a month = clean with soap and rinse with tap water. Quarterly = test with spore indicators; In a separate log book, record daily runs with the date and run time. Periodically record the operating temperature and pressure.

Date tested or cleaned	Spore strip results (color)	Time autoclaved	OK to use?	Initials

Test quarterly; Criteria for acceptance: for example, < 3 μ S/cm = warning, 5 μ S/cm = shut down					
Date tested	Specific conductance (μ S/cm)	Meter used	OK to use?	Initials	

Deionized Water – Specific Conductance

Test quarterly; Criteria for acceptance: for example, > 1 NTU = warning, 5 NTU = shut down					
Date tested	Turbidity 1 (NTU)	Turbidity 2 (NTU)	OK to use?	Initials	

Deionized Water - Turbidity

Test annually; Criteria for acceptance: for example, > 0.2mg/L = warning, 10 mg/L = shut down					
Date tested	Type of test	Criteria OK?	Initials		

Deionized Water – Total Organic Carbon / Organics