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Doc. no. VSC/CIF/SOP/003	Doc. name: Standard Operating Procedure for FTIR	Location: CIF Lab-111
Model : Alpha-T Sr.No : 200148	Make: Bruker	ID no. VSC/CIF/003
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1. OBJECTIVE

To describe the procedure for operation and maintenance of FTIR

2. SCOPE

Applicable to FTIR in the Central Instrumentation Facility (CIF) Lab

3. REFERENCE & ATTACHMENTS:

- 3.1 User's operating manual supplied by manufacturer.
- 3.2 Attachment – I Log book record.
- 3.3 Attachment –II Maintenance Log

4. RESPONSIBILITY

4.1 Head of Department

- 4.1.1 To ensure the implementation of this SOP.
- 4.1.2 To initiate repairs and to make alternative arrangements during the pendency of repair.

4.2 Application Chemist

- 4.2.1 To ensure proper documentation as per SOP.
- 4.2.2 To maintain the instrument and its accessories.
- 4.2.3 To inform about any failure of instrument or calibration failure to Head and to make a record in maintenance log.

5. PROCEDURE

- 5.1 Switch ON the Instrument and Computer respectively
- 5.2 Open the OPUS Software and make sure the connectivity.
- 5.3 Username & Password (please ask TA/TRACES Staff).
- 5.4 Allow the Alpha-T to run diagnostic test.
- 5.5 When finished you will be prompted to 'CONTINUE' or 'RUN Background'.
- 5.6 Run 'Background' once completed, press 'CONTINUE'
- 5.7 Load the Sample and perform the Analysis
- 5.8 Save the Spectral data after interpretation with library.
- 5.9 Close the Software and then Switch OFF the instrument.


6. MAINTENANCE

- 6.1 Keep the instrument in a dust, vibrations, spatial noise and corrosive gases free environment.
- 6.2 Wipe the instrument to make it dust free before operation.
- 6.3 DONOT spray any solvent directly onto surfaces.
- 6.4 Wait 5 minutes before commencing work
- 6.5 Ensure that the beam path is clear.
- 6.6 Keep the sample compartment lid in the down position.
- 6.7
Discard ALL the paper towels (whether they were used or not) into the designated waste container.
- 6.8 Wait 5 minutes before next users can use the area and instrument

7. Distribution of SOP:

- 7.1. Master copy (original): To be kept with Head of Department.
- 7.2. Reference copy: To be kept with Application Chemist
- 7.3. Reference copy: For display at instrument




Principal
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