

# ASAP<sup>®</sup> 2020 SERIES

ACCELERATED SURFACE AREA AND POROSIMETRY SYSTEM

This Operator Training Checklist was reviewed and approved by:

  
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Director, Quality Assurance

  
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Director, Marketing

  
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Global Service Manager

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## OPERATOR TRAINING CHECKLIST

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(Rev A)

Revision History for the ASAP 2020 Series Operator Training Checklist

| REV | ECN #  | Description of Change | Checked By        | Date           |
|-----|--------|-----------------------|-------------------|----------------|
| -   | 150001 | Formal Release        | E. Shreter        | 02/09/2015     |
| A   | 150380 | Added ASAP 2020 Share | <i>E. Shreter</i> | <i>7/29/15</i> |
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## 1. OVERVIEW

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This document contains a checklist to be used for training ASAP 2020 Series system operators. Place a check mark next to the items that were shown and discussed.

## 2. ORIENTATION

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- \_\_\_\_\_ 1. Table of Contents and Appendices
- \_\_\_\_\_ 2. Manual organization and conventions
- \_\_\_\_\_ 3. Equipment description
- \_\_\_\_\_ 4. Power up and power down sequence
- \_\_\_\_\_ 5. Instrument and cable connections
- \_\_\_\_\_ 6. Purging of gas lines
- \_\_\_\_\_ 7. Sample tube choice, cleaning, handling, and assembly
- \_\_\_\_\_ 8. Trainee prepared sample tube
- \_\_\_\_\_ 9. Degasser connection (if applicable)
- \_\_\_\_\_ 10. Degas system
- \_\_\_\_\_ 11. Loading samples onto degas system
- \_\_\_\_\_ 12. Trainee allowed to load sample
- \_\_\_\_\_ 13. Menu structure
- \_\_\_\_\_ 14. Mouse and keyboard usage
- \_\_\_\_\_ 15. Trainee allowed time to get familiar with software operation
- \_\_\_\_\_ 16. Unit Configuration
- \_\_\_\_\_ 17. *Help* menu
- \_\_\_\_\_ 18. Libraries

## 3. METHODS CREATION

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- \_\_\_\_\_ 1. Methods creation
- \_\_\_\_\_ 2. Methods used in sample information files

## 4. *SAMPLE FILE CREATION*

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- \_\_\_\_\_ 1. File menu and sample information file structure
- \_\_\_\_\_ 2. Sample information file preparation.
- \_\_\_\_\_ 3. Sample information file creation
- \_\_\_\_\_ 4. Sample tube file creation
- \_\_\_\_\_ 5. Degas conditions file creation
- \_\_\_\_\_ 6. Analysis conditions file creation
- \_\_\_\_\_ 7. Adsorptive properties file creation
- \_\_\_\_\_ 8. Available reports
- \_\_\_\_\_ 9. Report options file creation

## 5. *SAMPLE ANALYSIS*

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### *PHYSISORPTION*

- \_\_\_\_\_ 1. Sample loaded onto degasser and degassing started
- \_\_\_\_\_ 2. Degassed sample unloading
- \_\_\_\_\_ 3. Sample tube installation
- \_\_\_\_\_ 4. Starting and viewing analysis
- \_\_\_\_\_ 5. Indicators, prompts, and valves
- \_\_\_\_\_ 6. Effect of alternative analysis conditions
- \_\_\_\_\_ 7. Adsorption dosing and equilibration
- \_\_\_\_\_ 8. Screen reporting of analysis in progress
- \_\_\_\_\_ 9. Vapor analysis

### *CHEMISORPTION*

- \_\_\_\_\_ 1. Sample tube installation
- \_\_\_\_\_ 2. Starting and viewing an analysis
- \_\_\_\_\_ 3. Indicators, prompts, and valves
- \_\_\_\_\_ 4. Effect of alternative analysis conditions

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## 6. ANALYSIS REPORTS

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- \_\_\_\_\_ 1. Interactive reports
- \_\_\_\_\_ 2. Starting default reports
- \_\_\_\_\_ 3. Changing sample file report options
- \_\_\_\_\_ 4. Surface area and t-plot calculation adjustment
- \_\_\_\_\_ 5. User-defined reports
- \_\_\_\_\_ 6. Printed reports
- \_\_\_\_\_ 7. Example reports
- \_\_\_\_\_ 8. Calculations included in the appendix of the Operator Manual

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## 7. MICROACTIVE SHARE REPORTS

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- \_\_\_\_\_ 1. Discussion
- \_\_\_\_\_ 2. Reviewing results
- \_\_\_\_\_ 3. Managing groups and sharing results
- \_\_\_\_\_ 4. Using the forum

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## 8. DIAGNOSTICS

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- \_\_\_\_\_ Diagnostic tests

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## 9. OPTIONS MENU

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- \_\_\_\_\_ 1. *Options* menu
- \_\_\_\_\_ 2. Presentation display options
- \_\_\_\_\_ 3. Default method
- \_\_\_\_\_ 4. Manage libraries
- \_\_\_\_\_ 5. Units of measurement selections
- \_\_\_\_\_ 6. Graph options
- \_\_\_\_\_ 7. Service mode

## **10. TROUBLESHOOTING AND MAINTENANCE**

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- \_\_\_\_\_ 1. Error messages
- \_\_\_\_\_ 2. Preventive maintenance procedures
- \_\_\_\_\_ 3. Analysis port filter replacement
- \_\_\_\_\_ 4. Reference material analysis details and analysis frequency
- \_\_\_\_\_ 5. Connecting gas cylinders
- \_\_\_\_\_ 6. System calibration

## **11. RETURNED GOODS AND PARTS ORDERING**

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- \_\_\_\_\_ 1. Returned goods policy
- \_\_\_\_\_ 2. Parts and accessories ordering

## **12. WARRANTY STATEMENT**

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- \_\_\_\_\_ Warranty policy



## 14. VERIFICATION

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\_\_\_\_\_ All items on the Operator Training Checklist completed? (Enter **Yes** or **No**)

Name of trainer: \_\_\_\_\_

Date of training: \_\_\_\_\_

Company address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instrument name: \_\_\_\_\_

Instrument serial number: \_\_\_\_\_

The following section is to be completed by the primary operator trained during this session. Please complete to acknowledge that installation training has been carried out to your satisfaction.

Operator verifying completion of training: \_\_\_\_\_

Date signed: \_\_\_\_\_

Operator's title: \_\_\_\_\_

Operator's phone number: \_\_\_\_\_