

Purpose

To identify the requirements of level 1 and level 2 Spectrometer Operators.

References

1. Responsibilities Table

Level 1

For a list of the approved level 1 staff, see [ref 1](#).

Level 1 Operators are approved to conduct the following tasks:

- Start the PC and Start the Oxford Instruments software
- Operate the Argon System
- Prepare samples and / or Standards
- Change / Install the electrode correctly
- Run "blank" regressions (warm up / burn-off etc)
- Perform a "Type Recal" including printing and filing
- Run Unknown Samples – including "Grade Check", "Store", and "pdf Printing"

To become a level 1 operator, Sam Pohlman, must have witnessed proficient operation of the above processes on at least 10 occasions.

Level 2

For a list of the approved level 2 staff, see [ref 1](#).

Level 2 Operators are approved to conduct all Level 1 tasks, as well as:

- Shut down the instrument (Vacuum and Low Voltage) for any type of "Shut Down".
- Start Up the instrument (Vacuum and Low Voltage) after a Shut Down
- Clean the Spark Stand
- Evaluate "required" Set Up by either Type Recal or Full Recal
- Recall Stored Analysis – Internal Database, pdf file, or CSV file
- Full PC networking skills to copy files to other network areas
- Archive and Back Up
- Clean Optical Lenses and Instrument Filters

To become a level 2 operator, Sam Pohlman, must have witnessed proficient operation of the above level 2 processes on at least 10 occasions.