


**MICROMERITICS
OPERATOR TRAINING CHECKLIST
for the Saturn DigiSizer™ II 5205**

This Operator Training Checklist was reviewed and approved by:


Director, Quality Assurance


Director, Marketing


Domestic Service Manager


International Service Manager

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Table of Contents

Overview.....	4
SECTION 1 – ALL SATURN DIGISIZER APPLICATION USERS.....	5
Orientation	5
Interlocks.....	5
Laser Scattering Calculations and Sample Dispersion.....	5
File Creation.....	6
Water Deaeration	6
Sample Analysis.....	6
Analysis Reports	6
Troubleshooting and Maintenance.....	7
MasterTech Operation (if used)	7
Operational Procedures Tutorial Section	7
Returned Goods and Parts Ordering	7
Warranty Statement	7
Questions.....	8
SECTION 2 – STANDARD SYSTEM USERS ONLY	9
Sample and Parameter File Creation.....	9
Options Menu.....	9
Questions.....	9
SECTION 3 – CONFIRM SYSTEM DEVELOPERS ONLY	10
Sample and Parameter File Creation.....	10
Options Menu.....	10
Questions.....	10
SECTION 4 – CONFIRM SYSTEM ADMINISTRATORS ONLY	11
Orientation	11
Password Configuration Parameters	11
User Profiles.....	11
Lock and Unlock the Application	11
System Log	11
Application Setup.....	11
Questions.....	12
SECTION 5 – TRAINING VERIFICATION.....	13

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AquaPrep is a trademark of Micromeritics Instrument Corporation.
Windows is a registered trademark of Microsoft Corporation.

Overview

This document contains a checklist to be used for training either Saturn DigiSizer® II 5205 standard system or *confirm* system operators. Complete the sections that are applicable for the type of system purchased by the customer.

These instructions support version 1.XX of the following manuals:

- Saturn DigiSizer 5205 Operator's Manual (standard systems only)
- AquaPrep 055 Operator's Manual
- Saturn DigiSizer 5205 *confirm* Operator's Manual (*confirm* systems only)
- Administrator Utility User's Guide for the Saturn DigiSizer 5205 (*confirm* systems only)

These instructions are organized into five sections:

- Section 1 applies to all Saturn DigiSizer application users (standard and *confirm*)
- Section 2 applies to standard system users only
- Section 3 applies to *confirm* Developers only
- Section 4 applies to *confirm* Application Administrators only
- Section 5 contains the Training Verification sign-off sheet

When training standard system users, complete sections 1, 2, and 5.

When training *confirm* system users, complete sections 1, 3, 4, and 5.

Section 1 – All SATURN DIGISIZER APPLICATION USERS

This section applies to all Saturn DigiSizer™ application users. It references the Saturn DigiSizer II 5205 Operator's Manual (for standard systems) or the Saturn DigiSizer II 5205 *confirm* Operator's Manual (for *confirm* systems), and the AquaPrep 055 Operator's Manual.

Orientation

1. **Table of Contents** and **Appendices** shown and discussed. _____
2. Manual organization and conventions shown and discussed. _____
3. Equipment description shown and discussed. _____
4. Power up and power down sequences shown and discussed. _____
5. External power connections shown and discussed. _____
6. Front panel controls shown and discussed. _____
7. Rear panel components shown and discussed. _____
8. AquaPrep™ operation discussed. _____
9. MasterTech operation discussed (if appropriate). _____
10. Menu structure shown and discussed. _____
11. Mouse and keyboard usage shown and discussed. _____
12. Windows®-related topics in the User Interface chapter shown and discussed. _____
13. Trainee allowed time to become familiar with software operation. _____
14. Online manual shown and discussed. _____

Interlocks

1. Laser system interlocks pointed out. _____
2. Laser safety information pointed out. _____

Laser Scattering Calculations and Sample Dispersion

1. Data reduction and unreduced report appendices discussed. _____
2. Sample dispersion and chemical dispersion aids discussed. _____

File Creation

1. **File** menu and sample information file structure shown and discussed. _____
2. Sample information file creation shown and discussed. _____

Water Deaeration

1. Water filterization shown and discussed. _____
2. AquaPrep operation shown and discussed. _____

Sample Analysis

1. Indicators and prompts shown and discussed. _____
2. All valves, pumps and tubes shown and discussed. _____
3. Dispersion medium preparation shown and discussed. _____
4. Background analysis shown and discussed. _____
5. Operational verification sample preparation shown and discussed. _____
6. Background analysis results discussed. _____
7. Sample analysis begun. _____
8. Analysis views shown and discussed. _____
9. Quick Start analysis mode discussed. _____
10. MasterTech Automatic analysis mode discussed (if appropriate). _____
11. MasterTech Schedule analysis mode discussed (if appropriate). _____
12. DigiSizer rinsed after analysis. _____
13. Operator analyzes a second sample. _____

Analysis Reports

1. Starting default reports shown and discussed. _____
2. On-screen report editing shown and discussed. _____
3. Changing sample file report options shown and discussed. _____
4. SPC reports and options shown and discussed. _____
5. Regression reports shown and discussed. _____
6. Control charts shown and discussed. _____
7. Particle Size Distribution History shown and discussed. _____

- 8. Printed reports shown and discussed. _____
- 9. Example reports shown and discussed. _____

Troubleshooting and Maintenance

- 1. Troubleshooting and Error message sections of manual shown and discussed. _____
- 2. Operator Preventive Maintenance shown and discussed. _____
- 3. Instrument cleaning discussed. _____
- 4. System draining shown and discussed. _____
- 5. Optics cleaning shown and discussed. _____
- 6. Sample reservoir cleaning discussed. _____
- 7. Tubing replacement discussed. _____
- 8. Replacing power supply filter discussed. _____
- 9. MasterTech Ultrasonic probe tip replacement discussed (if necessary). _____

MasterTech Operation (if used)

- 1. Sample information file prepared by operator. _____
- 2. MasterTech sample prepared by operator. _____
- 3. MasterTech Schedule prepared by operator. _____
- 4. MasterTech operation shown and discussed. _____
- 5. Second MasterTech sample prepared by operator. _____

Operational Procedures Tutorial Section

- 1. Tutorial in the Operational Procedures chapter shown and discussed. _____

Returned Goods and Parts Ordering

- 1. Returned goods policy shown and discussed. _____
- 2. Parts and accessories ordering shown and discussed. _____

Warranty Statement

- 1. Warranty policy shown and discussed. _____

SECTION 2 – STANDARD SYSTEM USERS ONLY

This section applies to standard system users only. It references the Saturn DigiSizer II 5205 Operator’s Manual.

Sample and Parameter File Creation

- 1. Sample information file creation shown and discussed. _____
- 2. Analysis conditions file creation shown and discussed. _____
- 3. Material properties file creation shown and discussed. _____
- 4. Available reports shown and discussed. _____
- 5. Report option file creation shown and discussed. _____

Options Menu

- 1. Options Menu shown and discussed. _____
- 2. Option presentation shown and discussed. _____
- 3. Sample Defaults programming shown and discussed. _____
- 4. Data Presentation shown and discussed. _____
- 5. System Configuration shown and discussed. _____
- 6. Parameter files directory shown and discussed. _____
- 7. Model generation shown and discussed. _____

Questions

- 1. All questions on operation resolved? YES ____ NO ____

If NO, use the available space to document the question, then forward to the appropriate personnel at Micromeritics for resolution.

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SECTION 3 – CONFIRM SYSTEM DEVELOPERS ONLY

This section applies to *confirm* Developers only. It references the Saturn DigiSizer II 5205 *confirm* Operator's Manual.

Sample and Parameter File Creation

- 1. Template creation shown and discussed. _____
- 2. Analysis conditions file creation shown and discussed. _____
- 3. Material properties file creation shown and discussed. _____
- 4. Available reports shown and discussed. _____
- 5. Report option file creation shown and discussed. _____
- 6. Adding archive locations shown and discussed. _____

Options Menu

- 1. Options Menu shown and discussed. _____
- 2. Option presentation shown and discussed. _____
- 3. Data Presentation shown and discussed. _____
- 4. System Configuration shown and discussed. _____
- 5. Model generation, shown and discussed. _____

Questions

- 1. All questions on operation resolved? YES _____ NO _____

If NO, use the available space to document the question, then forward to the appropriate personnel at Micromeritics for resolution.

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SECTION 4 – CONFIRM SYSTEM ADMINISTRATORS ONLY

This section applies to Saturn DigiSizer *confirm* application administrators only. It references the Administrator Utility User's Guide for the Saturn DigiSizer II 5205.

Orientation

1. **Table of Contents** shown and discussed. _____
2. Manual organization and conventions shown and discussed. _____
3. Trainee allowed time to get familiar with Administrator Utility software. _____

Password Configuration Parameters

1. Password configuration parameters shown and discussed. _____

User Profiles

1. Entering User Profiles shown and discussed. _____
2. Modifying User Profiles shown and discussed. _____

Lock and Unlock the Application

1. Locking and unlocking the application shown and discussed. _____

System Log

1. Viewing the system log shown and discussed. _____
2. Exporting the system log shown and discussed. _____
3. Maintaining the system log shown and discussed. _____

Application Setup

1. Changing the application setup shown and discussed. _____

SECTION 5 – TRAINING VERIFICATION

All applicable items on Training Checklist completed? YES____ NO____

Name of trainer: _____

Date of training: _____

Company name: _____

Company address: _____

Instrument Model number: _____

DigiSizer Serial number: _____

Liquid Sample Handling Unit Serial number: _____

The section below 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: _____