

Agilent Intuvo 9000 Gas Chromatograph System Familiarization Checklist

Thank you for purchasing an Agilent instrument solution. This checklist is a guide on the features of your instrument that will be covered when the Familiarization service has been included in your order. This checklist will be completed at the end of the service and provided to you as a record of the familiarization.

Customer Information

- Familiarization is intended to give operators a basic overview of the operation and maintenance of new instruments and is not designed to substitute for a full operator training course.
- Further training, advice and consultation can be found at <http://www.agilent.com> or purchased.
- The manuals/media delivered with the system will be used as a guide during familiarization.
- Specifically Not Included in the Familiarization service:
 1. Instruction on basic PC operation, peripherals and/or operating systems
 2. Familiarization to groups larger than five people
 3. Customized method/application development and/or testing or testing of customer samples.
 4. Fundamentals/theory of instrument techniques unless explicitly stated.

Service Engineer's Responsibilities

- Discuss familiarization topics and agree upon focus areas with customer that can be covered within the allotted time.
- Only complete/printout sections or pages that relate to the system that has been installed.
- Complete empty fields with the relevant information.
- Complete the relevant checkboxes in the checklist using a "X" or tick mark "✓" in the checkbox. Some sections may include optional system components which may/may not be applicable during familiarization. Check the Not Applicable boxes, as appropriate.
- Complete the Service Review section together with the customer.

Additional Instruction Notes

- The Familiarization is based on a GC system with a Split/Splitless inlet and a Flame Ionization detector and AutoSampler. Information about other inlets and detectors can be found in the manuals.
- Familiarization for the 9000 GC will use GC and GC/MS User Manuals & Tools and should be installed before performing the Hardware Familiarization.
- This Familiarization Checklist is broken out into two separate checklists based on user experience. Use the checklist that matches the description of your customer:

New Agilent GC User: Proceed with this checklist if the operator has never used an Agilent GC before.

Update Agilent GC User: Proceed with this checklist if the operator has used an Agilent GC before.

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Familiarization for a New Agilent GC User

- N/A Omit this section if the Update Agilent GC User checklist is being done.

Basic Tasks

- Provide the customer with an overview of their system and its components.
- Point out the heated zones and warnings.
- Provide an overview of the touchscreen interface.
- Demonstrate how to access and use the User Manuals.
- Show the customer the consumables and tools supplied with the system.
- Demonstrate the use of the torque driver tool.

GC Setup Tasks

- Select and install a liner, O-ring and septa in the inlet of the GC (scan the barcode if available)
- Install the buss parts that come with the system into the separations module.
- Demonstrate the installation of inlet trap.
- Install the HP-5 checkout column in the separations module.
- Demonstrate the installation of the iButtons and explain their use.
- Configure the gas types for the inlets and detectors
- Set the column flow
- Set the inlet temperature, mode, septum purge and gas saver
- Set the detector temperature, flows and turn on the detector

ALS Setup Tasks (if included with system)

- Demonstrate how to install the syringe in the AutoSampler injector(s).
- Demonstrate loading the Solvent and Waste bottles into the Injector.
- Configure the syringe size (scan the barcode if available)
- Set sample washes, solvent washes and volume

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Running a Sample Tasks

- Demonstrate the entry and saving of the Checkout Method from the GC touchscreen interface or from the GC Data System.
- Make an injection of the appropriate Agilent Checkout Sample for the detector to be evaluated.
- Print a Report and compare it to a typical reference chromatogram from the 9000 GC Operation Guide.

Maintenance & Diagnostics Tasks

- Demonstrate how to run the 9000 GC maintenance tasks from the touchscreen interface to prepare the GC temperatures, perform maintenance, verify success and reset EMF counters.
- Demonstrate the inlet and detector diagnostics from the 9000 touchscreen interface.
- Show the customer how to find the replacement parts for their inlet(s) and detector(s) in the Parts Finder Tool.

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Familiarization for an Update Agilent GC User

- Omit this section if familiarization for a **New Agilent GC User** is being done.

Basic Tasks

- Provide the customer with an overview of their system and its components.
- Point out the heated zones and warnings.
- Demonstrate how to access and use the User Manuals.
- Show the customer the consumables and tools supplied with the system.

GC Setup Procedures

- Select and install a liner, O-ring and septa in the inlet of the GC (scan the barcode if available)
- Install the buss parts that come with the system into the separations module.
- Demonstrate the installation of inlet trap.
- Install the HP-5 checkout column in the separations module.
- Demonstrate the installation of the iButtons and explain their use.
- Set the column flow.
- Set the inlet temperature, mode, septum purge and gas saver
- Set the detector temperature, flows and turn ON the detector

ALS Setup Tasks (if included with system)

- Demonstrate how to install the syringe in the AutoSampler injector.
- Demonstrate loading the Solvent and Waste bottles into the Injector.
- Configure the syringe size
- Set sample washes, solvent washes and volume

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Running a Sample Tasks

- Demonstrate the entry and saving of the Checkout Method from the GC touchscreen display or from the GC Data System.
- Demonstrate how and when to use Prep Run. *****
- Make an injection of the appropriate Agilent Checkout Sample for the detector to be evaluated.
- Print a Report and compare it to a typical reference chromatogram from the 9000 GC Operation Guide.

Maintenance & Diagnostics Tasks

- Show the customer how to perform the routine maintenance by navigating to it on touchscreen display.
- Demonstrate the inlet and detector diagnostics from the 9000 touchscreen interface.
- Demonstrate Parts Finder

Setting up Resource Conservation

- Demonstrate how to Setup a Sleep and Wake Schedule. (GC or Data System)
- Demonstrate how to input and save a Sleep Method. (Data System)
- Demonstrate how to input and save a Wake Method (Data System)

Early Maintenance Feedback (EMF)

- Show the customer how to set up Early Maintenance Feedback (EMF) Counters from the data system.

**Agilent Intuvo 9000 Gas Chromatograph System
Familiarization Checklist****Service Review**

- Complete the Service Engineer Comments section below, if applicable.
- Explain how to log an instrument service call and what support services are available.
- Perform a review of Agilent's web site and web links listed below.
- Explain Agilent's instrument warranty policy.
- Advise customer of additional instrument training options available.

Service Engineer Comments (optional)

If there are any specific points you wish to note as part of performing the installation or other items of interest for the customer, please write in this box.

**Agilent Intuvo 9000 Gas Chromatograph System
Familiarization Checklist****Other Important Customer Web Links**

- How to get information on your product: <http://www.agilent.com/>
- Need to know more? - www.agilent.com/chem/education
- Need supplies? - www.agilent.com/chem/supplies

Service Completion

Service request number _____ Date service completed _____

Agilent signature _____ Customer signature _____

Number of pages in this document _____