

Laboratory Technician (Chemical Analysis)
Essential Task Ratings Results

Task #	Task Statement
1	Perform routine quantitative and qualitative analysis in accordance with established laboratory test procedures to generate accurate and defensible data to meet the requirements of State and Federal environmental laws and regulations.
3	Account for, store, handle and dispose of toxic and hazardous materials according to the laboratory's standard operating procedures (SOP) in order to comply with State and Federal laws and regulations, protect employee's health and safety with the impact upon the environment.
4	Prepare equipment and materials required for sample analysis using the established laboratory SOP's.
5	Communicate orally, electronically, and in writing with managers and project/study leaders on the status of sample analyses.
6	Prepare samples for analysis using appropriate physical preparation, extraction, clean-up, or digestion techniques as specified in the laboratory SOP's.
7	Document in both written and electronic logs, all sample analysis procedures.
8	Receive samples; log samples in according to section procedures
21	Coordinate and complete preparation of samples for chemical analysis. This includes air or oven drying, grinding, weighing, and extracting samples.
22	Prepare chemical solutions used in testing procedures.
28	Maintain sample and test standard chain of custody documentation.
33	Clean glassware and sample prep room work areas.
40	Keep record of lot numbers and certificates of analysis for solvents.
41	Archive data following standard procedures and retrieve data when requested.
42	Keep inventory of supplies for sample prep room.
46	Monitor the calibration status of balances, weights, pipettes and dispensers in the laboratory. Perform verification of these devices following appropriate procedures.