



Australian Government

MSL975020 Apply routine spectrometric techniques

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSL975020A Apply routine spectrometric techniques

Application

This unit of competency covers the ability to analyse samples using routine spectrometric techniques. The unit also includes establishing client needs for routine and non-routine samples, optimising workplace procedures and instruments for specific samples, obtaining valid and reliable data and reporting test results. Personnel are required to recognise atypical test data/results and troubleshoot common analytical procedure and equipment problems.

This unit of competency is applicable to technical officers working in all industry sectors, government agencies and research laboratories. All operations and analytical methods must comply with relevant standards, appropriate procedures and/or workplace requirements. Although a supervisor may not always be present, the technician will follow standard operating procedures (SOPs) that clearly describe the scope of permitted practice, including varying workplace/test procedures and communicating results to people outside the laboratory.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

MSL974003 Perform chemical tests and procedures

OR

MSL974006 Perform biological procedures

Competency Field

Testing

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

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| 1 | Establish client needs and schedule analysis | 1.1 | Liaise with client or sample provider to determine client needs and sample history |
| | | 1.2 | Record sample description, compare with specification and record and report discrepancies |
| | | 1.3 | Identify non-routine samples and the possible need to vary workplace procedures |
| | | 1.4 | Seek advice from supervisor about any proposed variations and document all approved changes |
| | | 1.5 | Schedule analysis using workplace procedures |
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| 2 | Prepare samples and standards | 2.1 | Obtain a representative analytical portion of the laboratory sample |
| | | 2.2 | Prepare sample in accordance with testing requirements |
| | | 2.3 | Prepare validation checks for analytical portion |
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| 3 | Set up and optimise instrument | 3.1 | Perform pre-use and safety checks in accordance with workplace procedures |
| | | 3.2 | Start up and condition the instrument using workplace procedures |
| | | 3.3 | Optimise instrumental parameters to suit sample and test requirements |
| | | 3.4 | Check calibration status of instrument and perform calibration using specified standards and procedures, as required |

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| 4 | Perform analysis | 4.1 | Measure analyte response for standards, validation checks and samples |
| | | 4.2 | Conduct sufficient measurements to obtain reliable data |
| | | 4.3 | Return instruments to standby or shutdown condition as required |
| 5 | Process and analyse data | 5.1 | Confirm data is the result of valid measurements |
| | | 5.2 | Perform required calculations and ensure results are consistent with standards or estimations and expectations |
| | | 5.3 | Record results with the appropriate accuracy, precision, uncertainty and units |
| | | 5.4 | Analyse trends in data and/or results and report out-of-specification or atypical results promptly to appropriate personnel |
| | | 5.5 | Troubleshoot analytical procedure or equipment problems which have led to atypical data or results |
| 6 | Maintain a safe work environment | 6.1 | Identify risks, hazards, safety equipment and control measures associated with sample handling, preparation and analytical method |
| | | 6.2 | Use personal protective equipment (PPE) and safety procedures specified for test method and materials to be tested |
| | | 6.3 | Minimise the generation of waste and environmental impacts |
| | | 6.4 | Ensure the safe disposal of laboratory waste |
| | | 6.5 | Clean, care for and store equipment and consumables in accordance with workplace procedures |
| 7 | Maintain laboratory records | 7.1 | Enter approved data and results into laboratory information management system (LIMS) |
| | | 7.2 | Maintain equipment logs in accordance with workplace |

procedures

- 7.3 Maintain security, integrity and traceability of samples and documentation
- 7.4 Communicate results to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or workplace requirements include the latest version of one or more of:

- Australian and international standards covering the requirements for the competence of testing and calibration laboratories, laboratory design and construction, physical containment levels and facility types, laboratory safety, and quality and environmental management
- national work health and safety (WHS) standards and codes of practice, and national measurement regulations and guidelines
- Australian and international standards and guidelines covering chemical analysis by spectrometry/spectrophotometry, accuracy of measurement methods and results, expression of uncertainty and quantifying uncertainty
- specific codes, guidelines, procedures and methods, such as the Australian code of good manufacturing practice for medicinal products (GMP), and principles of good laboratory practice (GLP)
- workplace documents, such as SOPs; quality and equipment manuals; calibration and maintenance schedules; material safety data sheets (MSDS) and safety procedures; material, production and product specifications; production and laboratory schedules; workplace recording and reporting procedures; waste minimisation and safe disposal procedures; cleaning, hygiene and personal hygiene requirements; and stock records and inventory
- sampling procedures (labelling, preparation, storage, transport and disposal)
- test procedures (validated and authorised)

Routine spectrometric techniques

Routine spectrometric techniques include one or more of:

- ultraviolet-visible (UV-VIS)
- infrared, including Fourier transform infrared and near infrared
- atomic absorption spectroscopy (AAS)
- fluorescence
- flame emission spectroscopy

Tests

Tests include, but are not limited to, methods for one or more of:

- control of starting materials, in-process materials and finished products (e.g. petroleum, food, mining and manufacturing)

- environmental monitoring pollutants in air, water, soil and vegetation
- forensic tests
- therapeutic drug analysis
- diagnostic pathology tests
- determinations of enzyme activity
- routine chemical analytes, such as starch, glucose, DNA and therapeutic degradation products
- troubleshooting workplace processes

Preparation of sample

Preparation of sample includes, but is not limited to one or more of:

- identification of hazards associated with samples and/or analytical chemicals
- use of processes, such as grinding, mulling, preparation of discs, ashing, dissolving, refluxing, extraction, filtration, evaporation, precipitation, centrifugation, drying and washing
- determination of and, if appropriate, removal of any contaminants, impurities or interfering substances

Safe work practices

Safe work practices include, but are not limited to, one or more of:

- ensuring access to service shut-off points
- recognising and observing hazard warnings and safety signs
- labelling of samples, reagents, aliquoted samples and hazardous materials
- handling and storage of hazardous materials and equipment in accordance with labelling, MSDS and manufacturer instructions
- identifying and reporting operating problems or equipment malfunctions
- cleaning and decontaminating equipment and work areas regularly using workplace procedures
- using PPE, such as gloves, safety glasses, coveralls and gowns
- reporting abnormal emissions, discharges and airborne contaminants, such as noise, light, solids, liquids, water/wastewater, gases, smoke, vapour, fumes, odour and particulates, to appropriate personnel

WHS and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be

compromised at any time

- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

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Links

MSA Training Package Implementation Guides - <http://mskills.org.au/training-packages/info/>