I. Store water sub-sampled from zodiac (60%) in refrigerator until ready to filter

II. Set up filtration manifold and slides
   A. 500 ml side arm flask in plastic tray with 100ml plastic funnel cup and hand vacuum pump
   B. One GF/F filter on bottom, one Poretics 0.2µ black polycarbonate membrane filter
      ** use only “gluteraldehyde” forceps **
   C. One 25 ml plastic graduated cylinder for measuring Gluteraldehyde
   D. One 50 ml plastic graduated cylinder for measuring sample water
   E. One slide labeled with date, station, %, depth sampled and volume filtered for each sample
   F. Set out immersion oil dropper, #0 cover slips, and 50% gluteraldehyde (stored in refrigerator)

   *** PLEASE BE ESPECIALLY CAREFUL WHEN HANDLING GLUTERALDEHYDE AND ASSOCIATED SUPPLIES – BESIDES BEING BAD FOR YOU, IT IS DIFFICULT TO CLEAN – WORK UNDER A HOOD, WEAR GLOVES AND CHANGE THEM IF THEY GET STICKY! ***

III. Filter Sample
   A. Rinse 50 ml graduated cylinder with 5-10 ml sample water
   B. Measure 50 ml sample and pour into filter cup
   C. Measure 5.0 ml gluteraldehyde and pour into sample water in filter cup
   D. Wait 20 minutes
   E. Filter gently with hand vacuum pump until sample completely through filter

IV. Prepare slide
   A. Place SMALL drop of immersion oil on slide
   B. Lay only the 0.2 black polycarbonate membrane filter on drop of oil
   C. Place another SMALL drop of oil on filter center
   D. Carefully lay one cover slip on top of filter, tapping to spread out oil
   E. Store slide flat in refrigerator for at least 48 hours
   F. Move to labeled slide container in –80 C freezer after minimum of 48 hours in refrigerator

V. Record volume filtered and your initials in Logs

VI. Dispose of any waste in 5% gluteraldehyde/seawater collapsible waste container