

12 APPENDIX

Overview

This section contains forms to copy and use. The following forms are included:

- K-LAB Processor Start-Up Checklist
- K-LAB Processor Shutdown Checklist
- Physical Quality Rating Summary - Certification
- Demerits Summary Sheet - Quality Audit
- K-LAB Processor Daily Log Sheet

This section also includes a list of consumables and a document regarding the safe handling of photographic chemicals called *Safe Handling of Photographic Chemicals in Minilabs*.

K-LAB Processor Daily and Weekend/Holiday Start-Up Checklist

LABORATORY: _____ FROM: _____ TO: _____

	MON	TUES	WED	THURS	FRI	SAT
Turn on the water to the <i>Intellifaucets</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turn on the water chiller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turn on the compressed air line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turn on the replenisher rack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turn on the processor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turn on the battery backup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turn on the splicer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empty, clean, refill the rem-jet tank (Monday only)	<input type="checkbox"/>					
Replace the buffer sponge, if necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean the film/leader detector	<input type="checkbox"/>					
Check fluid levels in processor tanks and fill washes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check shear pins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empty and refill the final rinse tank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bring the processor from Sleep Mode to Standby Mode	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify that the chiller is between 24 to 25°C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify that the air pressure is 45 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calibrate the replenisher pumps (Monday only)	<input type="checkbox"/>					
Remove and clean all floating covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check and adjust the squeegees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the wash tank overflows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean the rollers in the splice chamber and feed elevator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean the splicer, reels, and magazines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presplice the daily start-up set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify the tank temperatures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Measure the tank temperatures and record on the log sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the final take-up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calibrate the lamp intensities and record on the log sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bring the processor to Processing Mode. Verify squeegee efficiency and check the wash water spray units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify action of the break detectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify the processor speed and record on the log sheet	<input type="checkbox"/>					
Return the processor to Standby Mode	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify that the printer covers are secure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Close all covers on the processor and check for closure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Splice on the process daily start-up set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the replenisher BIBs and tanks for sufficient volume	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluate physical quality tests - if okay, begin presplicing customer film	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluate the process control strip - if okay, begin processing customer film	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____						

K-LAB Processor Daily and Weekend/Holiday Shutdown Checklist

LABORATORY: _____ FROM: _____ TO: _____

	MON	TUES	WED	THURS	FRI	SAT
Splice leader to the last roll of film	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thread leader onto the take-up reel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take the processor to Sleep Mode	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turn off the water to the <i>Intellifaucets</i> (optional)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turn off the compressed air	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turn off the chiller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the solution overflows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remove, clean, and replace the squeegees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean the entrance roller in the buffer box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean the drive rollers and tension drive rollers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remove, and soak the buffer sponge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drain the wash tanks (optional)*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treat the wash waters (optional) (Friday) [†]					<input type="checkbox"/>	
Replace the floating covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Close the top covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exit KPMS [‡]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turn off the battery backup [‡]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turn off the processor [‡]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turn off the replenisher rack [‡]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turn off the splicer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean the outside of the processor, replenishment rack, and adjacent areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

* If the wash tanks are drained, the valves must be closed and the tanks filled prior to the next start-up. Refer to Page 7-2 for instructions.
[†] If the wash tanks are treated, they must be properly drained and flushed prior to the next start-up. Refer to Page 7-2 for instructions.
[‡] Daily or Weekend/Holiday.

Physical Quality Rating Summary - Certification

Operator: _____ Date: _____ Time: _____ Week: _____

Rolls Inspected: 135-24: _____ 135-36 _____ Total Rolls: _____

Type of Inspection: Certify Recertify Customer

NUMBER OF DEFECTS				
Defect Classification	Certification	Recertification	Customer	Total Defects
Preparation				
A. Pressure marks				
B. Digs and cinches				
C. Scratches (base)				
D. Scratches (emulsion)				
E. Fog				
F. Static				
G. Torn perfs				
H. Splice marks				
I. Dirt				
J. Blue spots				
Processing				
A. Rem-Jet backing				
B. Chemical spots/streaks				
C. Water spots				
D. Scum				
E. Dirt				
F. Fog (processing)				
G. Digs				
H. Scratches (base)				
I. Scratches (emulsion)				
J. Fingerprints				
K. Miscellaneous				
TOTAL				

GRAND TOTAL OF DEFECTS _____
 NUMBER OF ROLLS _____
 DEFECTS PER ROLL _____

Demerits Summary Sheet - Quality Audit

Operator: _____ Week of: _____ Month: _____ Year: _____						
Rolls Inspected: 135-24: _____ 135-36 _____ Total Units: _____						
Splicer ID: _____ Processor ID: _____ Mounter ID: _____						
	DEMERITS					
Defect Classification	100	50	10	1	Demerits	Index*
Preparation						
A. Pressure marks						
B. Digs and cinches						
C. Scratches (base)						
D. Scratches (emulsion)						
E. Fog						
F. Static						
G. Torn perms						
H. Splice marks						
I. Dirt						
J. Blue spots						
Processing						
A. Rem-Jet backing						
B. Chemical spots/streaks						
C. Water spots						
D. Scum						
E. Dirt						
F. Fog (processing)						
G. Digs						
H. Scratches						
I. Fingerprints						
J. Miscellaneous						
Finishing						
A. Packaging						
B. Unmounted slides						
C. Mixed film						
D. Mounts unsealed						
E. Mounts warped						
F. Mounts improperly folded						
G. Frame number and date stamp						
H. Press damage						
I. Slipped frame						
J. Frame list						
K. Cut frame						
L. Short frame						
M. Miscellaneous						
TOTAL						

Index= $\frac{\text{Demerits x 100}}{\text{Number of Units}}$

GRAND TOTAL OF DEMERITS _____
 NUMBER OF UNITS _____
 DEMERITS PER 100 UNITS _____

* Demerits per 100 units for each defect classification

K-LAB Processor Daily Log Sheet

Readings From: _____

Date From: _____ To: _____

Function	Set Point	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Temperatures							
First developer	_____	_____	_____	_____	_____	_____	_____
First developer wash	_____	_____	_____	_____	_____	_____	_____
Cyan developer	_____	_____	_____	_____	_____	_____	_____
Cyan developer wash	_____	_____	_____	_____	_____	_____	_____
Yellow developer	_____	_____	_____	_____	_____	_____	_____
Magenta developer	_____	_____	_____	_____	_____	_____	_____
Bleach	_____	_____	_____	_____	_____	_____	_____
Fixer	_____	_____	_____	_____	_____	_____	_____
Intensities							
Red reexposure lamp	_____	_____	_____	_____	_____	_____	_____
Blue reexposure lamp	_____	_____	_____	_____	_____	_____	_____
Times							
First developer time	_____	_____	_____	_____	_____	_____	_____

Comments: _____

Consumables

Item	Approximate six-month supply	Cat #	Part #
EASTMAN Processing Machine Leader 2988 (35mm x 1000 ft.)	4	109 1768	
KODAK Heat Splicing Leader 5977 (35mm x 1000 ft.)	10	165 3146	
KODAK Film Splicing Tape (35mm X 200 ft., 2 rolls per pkg)	12	137 1046	
KODACHROME 64 Control Film (35mm x 100 ft.)	10	847 2151	
Presplicer test film, SO-446 (100 rolls/case)	3	805 2714	
KODACHROME Splicer Test Film, SO-604 (300 rolls/case)	1	165 5141	
KODAK Scratch Test Film, SO-298 (35mm x 1000 ft.)	optional	172 2396	
KODAK Scratch Test Film, SO-298	optional		
Seasoner film, SO-456 (35mm x 1000 ft.)	optional	120 3645	
Seasoner film, SO-456 (35mm x 400 ft.)	optional		
KODAK Chemical Mixing Bottle Kit (2 bottles per kit)	0	163 9780	
Filter (fluid) 10 inch, 25 micron	50		
Filter (fluid) 5 inch, 25 micron	25		
In-Line filter (for replenisher)	36		1J0779
Rem-Jet removal sponge	4		1J2907
Wiper blades (1 m lengths)	2		6C0351
Air squeegee blades	8		1J2938
Lamp, red 42W	2		1J0853
Lamp, blue 20W	2		6C0159
Spring spool inserts (flex hubs, red)	6		1J3175
Spring spool inserts (flex hubs, black)	2		1J2866
Bearing insert for black flex hubs	2		1J2867
Shear pins	12		569170

Safe Handling of Photographic Chemicals in Minilabs

