

Practices for Developing the Reliable Image

Processing Area

Procedure	Frequency	Additional Comments	Notes
Process your control strips and record densities on the Conventional Process Control Sheet (A-1630).	3 times per day	Use at least 3 control strips each time.	
Perform Methylene Blue (Residual Thiosulfate Analysis Test) if applicable.	1 to 3 times per day	Keep the equipment outside of the processing room!!	
Use handheld chemical-approved thermometer to measure temperatures of processor solutions.	3 times per day	<i>Do not rely on the processor temperature display.</i>	
Verify the specific gravity of the developer and fixer tanks in the processor and mixed solution holding tanks (if applicable).	Daily	Specific Gravity for Developer: @ 1:7 = 1.045 – 1.055 Specific Gravity for Fixer: @ 1:3 = 1.080 – 1.105 (US&C and Latin America)	
Perform a Scratch Test on each of your processors.	Daily	If production continues to exhibit scratches, perform a Scratch Test on cameras and duplicators.	
Perform Quality Monitoring, Methylene Blue, and Fixer Tests as described in the EPM INFOGUARD Monitoring Program manual.	Monthly	Send to Quality Assurance Laboratory in Dallas, TX.	
Change processing filters for chemicals and water.	Monthly	Change more frequently if incoming water is either of poor quality or insufficient pressure. Suggested Filter Specifications: Water: 5 microns Chemicals: 30 microns	


Darkroom Area

Procedure	Frequency	Additional Comments	Notes
Clean all film loading areas with a lint-free cloth, lightly dampened with water.	Daily	This ensures that the work area and roller belts are free of contaminants and the surface is neutralized from static build-up.	
Perform a safelight filter test.	Monthly	Camera Neg Microfilms: KODAK 3 Safelight Filter Silver Dupe Microfilms: KODAK 1, 2, or OA Safelight Filter COM Microfilms: KODAK 1 or 2 Safelight Filter	

Inspection / Lab Area

Procedure	Frequency	Additional Comments	Notes
Clean all film inspection areas with a lint-free cloth, lightly dampened with water.	Daily	This ensures that the work area and roller belts are free of contaminants and the surface is neutralized from static build-up.	
Check and/or calibrate densitometers.	Monthly	Use the calibration strip provided by the densitometer manufacturer.	

Microfilming Area

Procedure	Frequency	Additional Comments	Notes
Vacuum the interior and exterior of the microfilm equipment.	Daily	This ensures that no foreign objects will interfere with the microfilming operation.	
When loading the camera in subdued room light, hold the film horizontally (flanges up), not vertically.	Daily	This reduces the amount of edge fog. 	
Perform a resolution and density test on all microfilm equipment.	Daily	Read and record the daily results.	

Duplication Area

Procedure	Frequency	Additional Comments	Notes
Clean all film loading and duplicator film transport areas with a lint-free cloth, lightly dampened with water.	Daily	This ensures that the work area and roller belts are free of contaminants and the surface is neutralized from static build-up.	
Avoid prolonged exposure of unused/unwrapped microfilm to all roomlight conditions.	Daily	Prolonged exposure to room light causes density variations.	
Perform a resolution and density test on all duplicators.	Daily	Check for consistent density/resolution, dirt on platen and cylinders, and slippage.	
Perform a duplicator print test.	Daily/Quarterly	For Production: Daily For Monitored Film Test: Quarterly	
Perform a safelight filter test (Silver Duplicators only).	Monthly	Camera Neg Microfilms: KODAK 3 Safelight Filter Silver Dupe Microfilms: KODAK 1, 2, or OA Safelight Filter COM Microfilms: KODAK 1 or 2 Safelight Filter	

Storage Area – Unprocessed Film

Procedure	Frequency	Additional Comments	Notes
Keep all unused microfilms in the appropriate environmental conditions.	Daily	Camera microfilms: 70°F (21°C) 50% Relative Humidity Duplicating microfilms: 55°F (13°C) 50% Relative Humidity	
Rotate stock to keep microfilm fresh.	Daily	Use FIFO system (first in-first out).	

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Disaster Recovery Support: 800-352-8378

Eastman Park Micrographics

6300 Cedar Springs Rd.

Dallas, TX, 7523 **Attention:** Quality Assurance Lab

