













 Wet Recovery Techniques For Sound Media:
 

 A Quick Guide

Type of Sound Media	Handling Precautions	Action Time	Prep/ Cleaning Methods	Drying Methods
Magnetic Media				
 Reel to Reel	Do not handle media with bare hands. Do not freeze. Avoid shocks.	Immediate – acetate before polyester	Rinse with distilled water if dirty or salt water. Keep tapes wet and cool. Pack wet in plastic bags to send to vendor.	<u>Recommended</u> : ship to vendor for recovery. <u>Clean water only</u> : blot with lint-free cloths, air dry, cool and dry air.
 Cassettes	Do not freeze. Avoid shocks.	Immediate	Rinse with distilled water if dirty or salt water. Keep tapes wet and cool. Pack wet in plastic bags to send to vendor.	<u>Recommended</u> : ship to vendor for recovery. <u>Clean water only</u> : blot with lint-free cloths, air dry, cool and dry air.
 Magnetic wire	Do not freeze. Avoid shocks. Do not bend or twist.	Immediate	Rinse with distilled water if dirty or salt water. Dry immediately to avoid possible corrosion.	<u>Recommended</u> : ship to vendor for recovery. Dry immediately by blotting with lint-free cloth.
 Dictation belts	Do not freeze. Avoid shocks. Do not bend or crease.	Immediate	Rinse with distilled water if dirty or salt water. Keep tapes wet and cool. Pack wet in plastic bags to send to vendor.	<u>Recommended</u> : ship to vendor for recovery. <u>Clean water only</u> : blot with lint-free cloths, air dry, cool and dry air.
Grooved Media				
<u>Hold all media by edges. Do not touch media with bare hands. Avoid shocks.</u>				
 Vinyl/ Styrene discs	Avoid excessive heat.	Within 48 hours	Dishwashing soap if oil/grease present. Rinse with distilled water. Wipe in circular motion with lint-free cloth.	Air dry on lint-free tissue.
 Shellac/ Acetate discs	Do not leave in water. Do not freeze. Avoid shocks. Extremely fragile.	Immediate	Pack out in foam-padded crates to vendor.	Blot dry <u>immediately</u> with lint-free cloth. <u>Recommended</u> : ship to vendor for recovery.
 Vulcanite (Berliner) discs	Avoid excessive heat and UV light. Avoid shocks.	Within 48 hours	Rinse with distilled water.	Air dry on lint-free tissue.
 Wax cylinders/ discs	Do not freeze. Avoid excessive heat. Prone to molding.	Immediate	Wipe with damp rag with distilled (room temperature) water if dirty or salt water.	Blot dry <u>immediately</u> with lint-free cloth.
 Phenol “Diamond” discs	Do not freeze.	Immediate	Rinse with distilled water if dirty or salt water.	Blot dry <u>immediately</u> with lint-free cloth. <u>May not be salvageable</u> .
 Dictation belts (acetate)	Do not freeze. Fragile. Do not bend or crease.	Immediate	Rinse with distilled water if dirty or salt water.	Blot dry <u>immediately</u> with lint-free cloth. <u>Recommended</u> : ship to vendor for recovery.
Optical Media				
<u>Hold media by its edges. Do not touch surface with bare hands. Avoid shocks.</u>				
 CDs (all), DVDs	Do not leave in water. Do not freeze (effects untested). Avoid excessive heat and UV light.	Immediate	Rinse with distilled water if dirty or salt water. Wipe surface in a radial motion.	Blot excess water then air dry on lint-free tissue.