

ScienceBridge Tech Site Standard Operating Procedure

Title: Bacterial Transformation Pick-Up Sheet SOP		
Original Issue Date: 05/18/26	Revision Date:	Pages: 2
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Scope	For use by biotechnology students at Mira Mesa High School when managing and documenting the distribution and pickup of bacterial transformation kits using the Bacterial Transformation Pick Up Sheet.			
Objective	This SOP outlines the procedures for verifying teacher orders at pickup, recording distribution, and ensuring accurate documentation of which teachers have received their bacterial transformation kits.			
Consumable Materials (or ends up in kits)		Teacher	Kit	Digital
	1. Bacterial Transformation Pick Up Sheets 2. Teacher Order Summary Sheet 3. Order Shared Spreadsheet	1/kit type	1 1	 1
Equipment	1. Computer 2. Customer Service Binder 3. Teacher Email Communication Tracking Sheet			
Supplemental Aids	CS Teacher Checkout Training Video			
Safety	Do not release unauthorized information to customers. Only stick to the proper script that's given. Be sure to keep all personal teacher information confidential			
Quantity	Record each teacher's pickup on the sheet. Each teacher should sign once upon receiving their order, regardless of the number of kits picked up, with all items verified at the time of pickup.			

Version 10-5-2024

Bacterial Transformation Kit Pick Up **Date:** 3/14/26

Teacher Name	Confirmed Pick Up (Yes) & notes	Number Of Kits Made (1 stab inside bag 1)	Number Of Kits Picked Up (1 stab inside bag 1)	Total Number of PM1/PM2 tubes made (1 each/kit)	Number of PM1/PM2 picked up (1 cold bag)	Number of LB only sleeves (20 per sleeve/1/2 sleeve per kit + 1/2/teacher) made	Number of LB only sleeves (20 per sleeve/1/2 sleeve per kit + 1/2/teacher) picked up	Number of LB amp sleeves (20 per sleeve/1 sleeve per kit) made	Number of LB amp sleeves (20 per sleeve/1 sleeve per kit) picked up	Teacher Signature	Date
1 Jennifer Jones	CONFIRMED 4 PM1/PM2 tubes, 10 LB amp sleeves	4	4	4	4	25	✓	4	✓	[Signature]	3/14/26
2 Dani Kimball	CONFIRMED 3 stab 3/12	3	3	3	3	2	✓	3	✓	[Signature]	3/14/26
3 Kait Kennedy	CONFIRMED 5 M.F. 3/12	5	5	5	5	3	✓	5	✓	[Signature]	3/14/26
4 Jorge Quetada	CONFIRMED 4 PM1/PM2 tubes, 10 LB amp sleeves	4	4	4	4	25	✓	4	✓	[Signature]	3/14/26
5 John Metz	CONFIRMED 4 PM1/PM2 tubes, 10 LB amp sleeves	4	4	4	4	25	✓	4	✓	[Signature]	3/14/26
6 John Mulock	CONFIRMED 2 M.F. 3/12	2	2	2	2	15	✓	2	✓	[Signature]	3/14/26
7 Brian M.	CONFIRMED 3 M.F. 3/12	3	3	3	3	2	✓	3	✓	[Signature]	3/14/26
8 Vanessa Morris	CONFIRMED 2 M.F. 3/12	2	2	2	2	25	✓	2	✓	[Signature]	3/14/26
9 Ed Gough	CONFIRMED 1 stab 3/12	1	1	1	1	0	✓	0	✓	[Signature]	3/14/26
10											
11											
12											

Highlighted columns need to be precounted #'s in highlighted columns MUST match those delivered

Protocol

Before Tech Site Pick-Up Date

1. Use the **Shared Kit Information spreadsheet** to fill in Teacher Name and number of kits made.
2. Write in the number of PM1/PM2 tubes prepared.
 - a. There is 1 tube per kit.
3. Write in the number of LB only sleeves.
 - a. There is 1/2 of a sleeve per kit, plus 1/2 per teacher.
4. Write in the number of LB amp sleeves.
 - a. There is 1 sleeve per kit made.
5. Upon e-mail or phone confirmation from the teacher, date and initial in the "Confirmed Pick Up" column
 - a. If there are any additional requests (like picking up on a later day or being picked up), also add to this area.
 - b. If the teacher cancels their kits, indicate this here.

On Tech Site Pick-Up Date - (Follow Delivery Kits SOP)

1. Keep track of customers who are supposed to come on that day (using the pick-up sheet). Prepare the materials to be ready
2. Once a customer arrives, get them to sign off on their orders (using the pick-up sheet). Mark off how much of each material is received for each order.
 - a. if requested, help them pack their orders/deliver them to their car

After Tech Site Pick-Up Date

1. Use the pick-up and check with Ms. Yoneda to confirm the orders that were picked up.

Documentation

All work and any variance from the protocol must be documented

	• Document completion of all final steps on the Customer Service Summary Sheet • Document all changes and confirmations from teachers in the Summary Sheet and on the Spreadsheet shared with other groups • Report updates on Communication Log ◦ Whether you called all the teachers or if there are still teachers that need to be called.
Storage	Pick Up Sheet should be stored in Customer Service Binder until used and archived properly after the respective monthly order is complete
Quality Control	• Verify teacher name matches the Shared Kit Information spreadsheet • Verify each material quantity • Confirm any teacher special requests with the online Shared Kit Info Online Spreadsheet. • All entries must be written legibly in pen. If an entry is illegible, draw a single line through it and rewrite.
Reagent Label Sticker or other Identification Label	N/A
When	The procedure should be repeated anytime a teacher has ordered one or more kits to pick-up but has failed to respond to any confirmation emails.
Tech Site Kit: Group	All kits: <i>Customer Service</i>