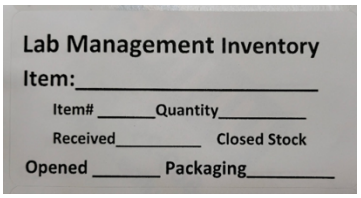
ScienceBridge Tech Site Standard Operating Procedure

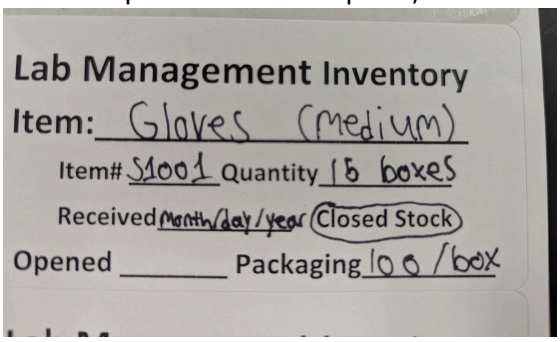
Title: **Labeling New ScienceBridge Inventory SOP**		
Original Issue Date: 10/3/2019	Revision Date: 4/14/2026	Pages: 4
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Scope	For use by biotechnology students at Mira Mesa High School when receiving new inventory.	
Objective	This SOP sets the procedural specifications for correctly labelling inventory stock and keeping inventory organized and accounted for.	
Materials		Location
	1. ScienceBridge Inventory Stickers 2. New Inventory	224B Stock Cabinet Row 3 224A
Equipment	1. Ultra Fine Sharpie 2. Computer	
Supplemental Aids	Video: • LM Labeling Inventory Boxes Video Spreadsheets: • Full Inventory Spreadsheet • Inventory Info Spreadsheet Additional SOPs: • Communication log SOP	
Safety	• PPE Needed when handling chemicals • Some boxes will need to be placed high, going up the ladder with boxes can be dangerous • Boxes can fall if not stacked correctly	
Quantity	• 1 label/box for EVERY new item	
Protocol	• **Small items** (e.g., envelopes, folders): Place the label on the bottom half, facing the user**.** • **Boxes:** Place the label on the top right corner on the short side of the box, clearly visible to anyone in Laboratory Management looking for the item. • **Shelved**: Once shelved, label MUST be visible and facing the aisle. If the original location of the label doesn't work for shelving, relabel the box so the inventory sticker is visible The Inventory Sticker is shown in a picture below:	

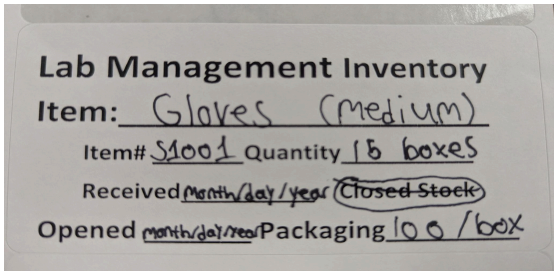


Labeling New Inventory (Closed Stock)

1. **Make 1 label for the whole box. Do not label individual items inside larger containers (e.g., individual bags within a box).**
2. Refer to Inventory spreadsheet and write out full name, including sizes, etc. on the label. Ex. Gloves (Medium)
3. Write associated item# with specific variant on the label
4. Write the quantity of items on the label (Ex. If there's 15 boxes in the package write 15 in the quantity section).
5. Record the amount of items per container on the outer package (e.g., "500 tubes/box") in the packaging portion of the label to avoid the need for reopening
6. If the internal packaging does not match what is listed in the inventory spreadsheet (e.g., spreadsheet says 100-count bags, but the item arrived in 1,000-count bags), contact Ms. Yoneda about whether repackaging is needed. If not, skip this step.
7. Write the date received on the label.
8. Write item identifier from the inventory spreadsheet (e.g C8 for L-DOPA) on the label.
9. Circle closed stock option.
10. Apply the label to the sealed container or box. Refer to the guidelines above for label placement. **Do not cover any important identifiers on the box (e.g., item name, quantity, or part numbers).**
11. When steps 2-10 are complete, label should look like this:



12. Update the online new inventory spreadsheet with the new quantity and date.
13. Repeat steps 1-9 for each closed stock item received
14. **QC: Choose one newly labeled item. Find the item in storage, then cross-check against the inventory spreadsheet:**
15. **Is the location correct?**
16. **Is the quantity accurate?**
17. **Is the packaging correct?**

	Opening Stock 1. On the label: Cross out "Closed Stock," then write the current date next to "Open Stock." 2. The finished label should look like this:  Be sure to follow restocking inventory SOP when removing stock and document any inventory removals when opening or removing stock.
Documentation	● Document any deviation from the SOP in the communication log ● Ensure that you have added the new inventory to the Full Inventory Spreadsheet and updated the stock number on the Inventory Info Spreadsheet ● Update inventory spreadsheets to match physical stock if needed

Storage	**Supplies Storage Locations**
	● New Inventory:
	  ○ Room 224A
	● Current Inventory:
	  ○ 224B Stock Cabinet
	  ○ 224B Above Cabinet
	  ○ 224A Flammables Cabinet
	  ○ 224C Closed Stock Shelf in ScienceBridge Cabinet
	  ○ 224C Closed Stock Overflow
	  ○ 224C Above Cabinet

Quality Control	**Fails QC:** Perform a full inventory check on all new stock items. Update the spreadsheet and labels as necessary.
When	Apply ScienceBridge Inventory Stickers immediately upon receipt of new materials (in the new inventory box, Room 224A). Stickers must be applied before adding new stock to the current inventory.
Tech Site Kit: *Group*	All kits: *Inventory Management*