

Packaging Microfuge Tubes Bacterial Transformation Bags SOP Page 1 of 2

ScienceBridge Tech Site Standard Operating Procedure

Title: Packaging Microfuge Tubes Bacterial Transformation Bags SOP			
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Scope	For use by biotechnology students at Mira Mesa High School when packaging 2.0 clear Microfuge Tubes for the Science Bridge Bacterial Transformation Kits.			
Objective	This SOP sets the procedural specifications for packaging 2.0 clear Microfuge Tubes for Transformation Kits.			
Consumable Materials (or ends up in kits)		1 kit	Package d Quantity	Outer Packaging
	1. Microfuge tubes, 2.0 mL clear (empty) 2. sandwich bags	30 tubes 1 bag	30 tubes 1 bag	
Equipment				
Supplemental Aids	Production Line Tips SOP			
Safety				
Quantity	Prepare 30 bags each with 30, 2.0 mL Microfuge Tubes (900 total 2.0mL Microfuge Tubes divided into 30 sandwich bags).			
Protocol	Note: Make Microfuge Tube Bags in groups of 10. Do NOT make more than will fit in the "Ready for Kits" box. - Count out piles of 10, clear, round bottom, 2.0 mL Microfuge Tubes. You will need a total of 30 piles. - Add 3 piles of the, clear, round bottom, 2.0 mL Microfuge Tubes to 1 sandwich bag (30 tubes total) - After each set of 10 bags, QC the group by checking 1 bag out of the group to make sure there is a total of 30, clear, 2.0 mL Microfuge Tubes in 1 sandwich bag. Place completed QC'd bags in "BT 2.0 Microfuge Tubes Ready for Kits" - Repeat 2 more times to get a total of 30, 2.0 Microfuge Tube sandwich bags or until the "BT Microfuge Tubes Ready for Kits" is at least ½ full.			
Documentation	- Document which steps were completed, total quantity completed, and remaining left to complete. All work and any variance from the protocol must be documented			
Storage	All materials should be stored in the Bacterial Transformation cabinet.			

	Product Storage - Goes in the "BT 2.0 Microfuge Tubes Ready for Kits" Supplies Storage Locations - The sandwich bags will be found in the Enzyme kit Supply Cabinet on the bottom shelf - The 2.0 mL Microfuge Tubes can be found in Bt/PP Supply Cabinet in the "Transformation + Purification Tube Supplies" box
Quality Control	Fails QC: Fix any bags with the wrong amount of 2.0 mL microfuge tubes, and recount the bags from the same production.
Reagent Label Sticker	N/A
When	Whenever the " BT 2.0 Microfuge Tubes Ready for Kits " box is less than half full.
Tech Site Kit: Group	Bacterial Transformation : <i>Product Manufacturing</i>