

ScienceBridge Tech Site Standard Operating Procedure

Title: Printing Tech Site Black & White Paper Inventory		
Original Issue Date: 10/1/2014	Revision Date: 6-7-2025	Pages: 3
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Scope	For use by biotechnology students at Mira Mesa High School when paper inventory is low and needs to be restocked.			
Objective	This SOP sets the procedural specifications for printing black and white paper inventory stock.			
Consumable Materials		1 kit	1 clip	1 folder
	1. White printer paper 2. Paper clips	1-5 1	10 1	10-30 1-3
Equipment	1. Folder found in inventory stock for what you are printing	1	1	1
	2. HP Printer	1	1	1
	3. Classroom-Set Laptop	1	1	1
	4. Low inventory tracking sheet	1	1	1
	5. New Inventory tracking sheet	1	1	1
Supplemental Aids	How to Print Paper Inventory Stock Video			
Safety	Do not place your hands inside the printer or ink cartridges while the printer is in use.			
Quantity	The number of minimum clips is stated on all the folders. Print and restock the folder whenever the amount is less than the minimum (print 10 sheets at a time, 10 sheets count as a clip).			
Protocol	<p>Note: No more than 40 sheets of each should be in stock unless told otherwise.</p> <p>All current print files are on ScienceBridge TechSite Website.</p> <p>Printing is done from your assigned classroom-set laptop found in the front of the classroom, under the printer.</p> <p>Printing any documents that is black ink on white paper:</p> <ul style="list-style-type: none"> Start a batch order for up to 10 IM stock envelopes at once. Envelopes to refill are in the IM Stock Refill Request Rack. Open the MMHS ScienceBridge Tech Site Inventory Stock spreadsheet (use personal Google account) Hold down the "ctrl" key and press the "F" key Search for the file you wish to print Check which kit the paper inventory is used for 			

	<ul style="list-style-type: none"> o If the kit is not in the item name, look for a number under each kit column o Most columns will say "N/A" o The one with a number under its column is the kit the item is used for <ul style="list-style-type: none"> • Locate the corresponding bin in Inventory Management Room 224B Shelving Unit 1 • Locate the envelope in the bin • Take the envelope with you to your computer • On your Chromebook, go on the ScienceBridge TechSite Website (use personal Google account) • Click on "Inventory Management Print Files" and locate the file you would like to print • Open the file in another tab • Click File, then Print <p>Make sure the destination is set to "Yoneda Rm224 Color" or "Yoneda Rm224 HP5700" before printing</p> <p>Note: Some documents require changing the advanced settings before printing</p> <ul style="list-style-type: none"> • On the MMHS ScienceBridge Tech Site Inventory Stock Spreadsheet, check under the "Packaged Quantity" column of the item you wish to print <ul style="list-style-type: none"> o Specific File Examples: <ul style="list-style-type: none"> ▪ QA Order Tracking Sheets & OF Kit Order Tracking Sheets: <ul style="list-style-type: none"> • The "Packaged Quantity" column on the Spreadsheet indicates to print back to back • In the Print settings, click on "More settings," select "Two-sided" and make sure it says "Flip on long edge" <p>Print 1 copy of the sheet to make sure the colors and formatting are correct. Be sure to check the Version information and overall formatting of the page is identical the sample one on the folder. Also check if the back is printing the same if noted on folder.)</p> <p>QC: Compare printed sheet to sample sheet (back of the folder) for correct formatting and color, make sure they completely match</p> <ul style="list-style-type: none"> • <i>Passes QC: The 1 copy sheet is identical with the sample sheet (back of the folder)</i> <ul style="list-style-type: none"> • Print the number of copies in multiples of 10 to replenish inventory stock • Paperclip sheets together into groups of 10. • Document the number of printed labels on the New Inventory Tracking Sheet • Place updated and clipped sheets in correct folder in inventory cabinet.
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	<ul style="list-style-type: none"> • Fails QC: The 1 copy sheet does not match with the sample sheet (back of the folder) <ul style="list-style-type: none"> o If the new sheet has a new version date then you need to update the envelope sample sheet. Check with tech site teacher that the sample one has printed correctly. o If it fails for another reason, check to see if a PDF version of the document exists and try that o If basic troubleshooting fails, report the issue to Ms. Yoneda immediately
Documentation	<p>All work and any variance from the protocol must be documented</p> <ul style="list-style-type: none"> • Document on the low inventory tracking sheet • Document on the new inventory tracking sheet • Document in communication log
Storage	<p><u>All materials should be stored in the inventory management cabinet.</u></p> <p><u>Product Storage</u></p> <ul style="list-style-type: none"> • <u>Inventoried copies should be placed in the correct stock inventory envelope.</u> <p><u>Supplies Storage Locations</u></p> <ul style="list-style-type: none"> • 224B Shelving Unit 1, Shelf 1C • 224B Shelving Unit 1, Shelf 1D
Quality Control	<p><i>Passed QC:</i> Make sure the sheets are printed with correct formatting and coloring. Paper clip 10 sheets and place into correct folder. Document the quantity on the New Inventory Tracking Sheet.</p> <p><i>Failed QC:</i> Fix files as needed- handwriting corrections with a sharpie is often acceptable to use on a misprinted sheet. Check with Ms. Yoneda before using.</p>
When	<p>When there is less than the required minimum number of clips in an Inventory Stock folder that holds black and white documents OR</p> <p>When there is a folder in the Inventory Management Restock bin that holds black and white documents</p>
Tech Site Kit: Group	All kits: Inventory Management