ScienceBridge Tech Site Standard Operating Procedure

Title: **Labeling New ScienceBridge Inventory**		
Original Issue Date: 10/3/2019	Revision Date: 3/7/2025	Pages: 2
Originally prepared by: Thien Di Tran	Revised by: Chris Sweeney, Rodrick Driscoll, Tu Nguyen	Approved by: Lisa Yoneda

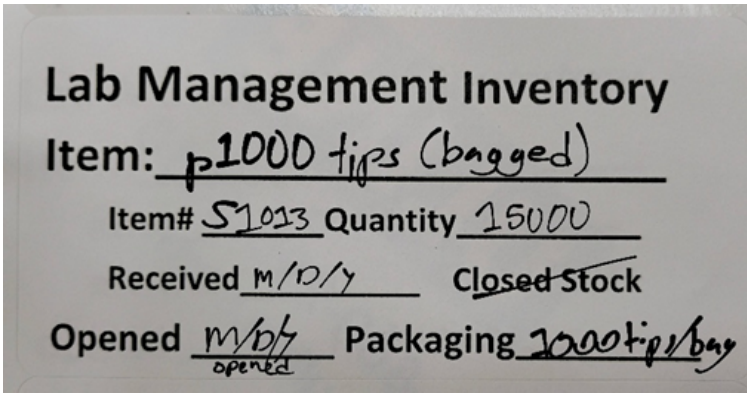|		
Scope	For use by biotechnology students at Mira Mesa High School when receiving new inventory.	
Objective	This SOP sets the procedural specifications for correctly labelling inventory stock and keeping inventory organized and accounted for.	
Materials		Location
	1. ScienceBridge Inventory Stickers 2. New Inventory	224B Stock Cabinet Row 3 224A
Equipment	1. Ultra Fine Sharpie 2. Inventory Spreadsheet 3. Computer	
Supplemental Aids	LM Labeling Inventory Boxes Video	
Safety	● PPE Needed when handling chemicals	
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.** 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. Write the total quantity on the outer container (e.g., "500 tubes/box") to avoid the need for reopening	

3. 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.
4. Record the item quantity on the label.
5. Write the date received on the label.
6. Write item identifier from the inventory spreadsheet (e.g C8 for L-DOPA) on the label.
7. 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).**
8.

Lab Management Inventory
Item: _Gloves (Medium)_

Item# _S1001_ Quantity _1500_

Received _Month/Day/Year_   Closed Stock

Opened _____   Packaging _100/Box_

(Note quantity is incorrectly written in this example)

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

Labeling New Open Stock

1. Apply the label to the open container, following the same placement guidelines.
2. **Do not cover any original identifiers (e.g., item name, quantity).**
3. **Do not label individual items within a larger open container.**
4. Count the quantity of the open container (e.g., count the number of remaining boxes) and write it on the label.
5. Record the date received on the label.
6. Write the inventory spreadsheet identifier (e.g., "C8").
7. Update the inventory spreadsheet accordingly.
8. On the label: Cross out "Closed Stock," then write the current date next to "Open Stock."

(Note quantity is incorrectly written in this example)

Documentation	• **Document all work and any deviations from the protocol. Ensure the Inventory Spreadsheet matches the physical stock and update it as 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*