

ScienceBridge Tech Site Standard Operating Procedure

Title: Quality Assurance Order Tracking Sheet SOP		
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Scope	For use by biotechnology students at Mira Mesa High School when doing Quality Control of various kits for the purpose of keeping track of orders.			
Objective	This SOP sets the procedural specifications for completing Quality Control tracking sheets in order to promote organization of kit orders.			
Materials		1 kit	50 kits	100 kits
	1. A Quality Assurance Order Tracking Sheet	1	50	100
Equipment	1. Pen	1	1	1
Safety				
Quantity	Prepare 1 tracking sheet for each kit order. Kits should be listed in numerical order to their corresponding customer.			
Protocol	Complete IN ORDER for every kit type and order date: Each kit type and pick up date needs to have a different set of tracking sheets. Step 1: Starting Quality Assurance Order Tracking Sheets 1. Check e-mail for order information from customer service 2. Fill out Order Fulfillment Tracking Sheet. 1 sheet/teacher. The following information (a-f) should be filled out on all of the teacher sheets at the same time BEFORE QCing any orders. a. Teacher Sheet #: <u>(sheet #) of (total number of teachers)</u> b. Teacher Name: (First and Last) c. Pick Up Date: (MM-DD-YYYY) d. Type of Kit Ordered: Circle the type ordered (only 1) e. Number of Kits Ordered: Circle total number of kits ordered f. Received Order from CS: Started Tracking Sheet Line: Fill out date, name, and period 3. Filling out Frozen/Cold Solutions information on the tracking sheet: Follow the directions for each kit type on how to fill out the tracking sheet. a. Bacterial Transformation: 2 solutions- list separately i. Solution Names: PM1 and PM2 ii. # needed: calculate and record total # needed (# tubes of each type = # kits) iii. Storage Temp: -20°C (freezer)			

	b. Enzymes: i. Solution Name: L-DOPA ii. # needed: calculate and record total # needed (10 tubes x # kits) iii. Storage Temp: -20°C (freezer) c. Ocean Acidification: Solution Name: write "none" d. Protein Purification: 2 solutions- list separately i. Solution Name: Ni Beads and Lysozyme ii. # needed: calculate and record total # needed (Ni beads: 10 tubes x # kits, Lysozyme: 1 tube x # kits) iii. Storage Temp: Ni: 4°C (refrigerator), Lys: -20°C (freezer) 4. Place all Quality Assurance Tracking Sheets for the same pick up date in the Order Fulfillment Binder. Be sure that the Tracking sheets are placed a. in numerical order b. under the correct kit tab c. with the holes at the top of the sheet Step 2: QCing Room Temperature Materials 5. Filling out Bag #'s: You should receive an e-mail from order fulfilment within 1 week after receiving the customer service e-mail. This e-mail should list all the corresponding bag #'s for each teacher. a. If you do not receive this e-mail politely ask for them from order fulfilment. b. Place the Bag # for each kit on the order tracking sheet. c. QC: Check that the number of bag #'s you record for each teacher matches the circled number of kits ordered. Immediately work with CS and OF if they do not match to determine what the correct # should be. 6. Check the "Kits Ready for QC" under the counter next to the sink in room 224A. a. Choose 1 bag and check that the kit # matches the # on the kit checklist taped to the front of the bag. Record your name, date, and on the kit checklist sheet. b. On the correct Quality Assurance Order Tracking Sheet record the starting date, your name, and period next to the correct bag #. c. Follow the correct Quality Assurance Kit QC SOP for that kit type for all the room temperature supplies. i. If any problems cannot be corrected immediately record on the order tracking sheet. 1. Identify in 1-2 words main problem. 2. Fill out the bag with specifics: a. Bag # b. Problem #: From front
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	c. What has been done: What is the problem that needs to be corrected and explain steps taken to fix. d. Record your name, date, and period. 3. Bag should be stored in the "In QC process" box in room 224A under the counter. 4. Every day check the status until the problem is resolved. d. When all room temperature supplies have been checked and signed off on the check off sheet. i. Record the finish date, your name, and period ii. Place QC'd bag in the "Kits Ready for Delivery" box on top of the fridge/freezer in room 224A. e. Repeat step 6 until all bags for a single teacher have been completed. 7. QC: All kits in Ready for Delivery Box: Complete when ALL bag #'s have been QC'd and signed off for the teacher sheet. a. Double check that ALL of the bag #'s are in the "Kits Ready for Delivery" box. b. Date, Sign, and put period on the Order Tracking Sheet. 8. Finished Room Temp Bags: Complete this section when ALL room temperature kit bags for a teacher have been finished. a. E-mail customer service that you have completed the QC for that teacher. Your e-mail should include: i. Teacher Name ii. Kit type iii. Pick Up date iv. Total room temperature bags completed for that teacher v. Bag #'s QC'd for that teacher vi. Status of the bags (QC finished) b. Sign, date, and period that you e-mailed CS on the tracking sheet. Step 3: QCing Cold Temperature Materials 9. QC all the cold solutions for one teacher at the same time. a. b.
Documentation	All work and any variance from the protocol must be documented • All kit orders MUST be tracked down on a Quality Assurance Order Tracking Sheet located inside Quality Assurance folder.
Storage	All Tracking Sheets should be stored in the Quality Assurance folder.
Quality Control	• Fails QC: If a kit fails QC record problems in its respected row on the front page of the Tracking Sheet AND ALSO on the back sheet to promote awareness for other Quality Assurance students.*

	<i>*If other students recorded problems prior to current day of Tech Site; it is advised to solve those problems by communicating to your instructor.</i>
When	Should be done every time a new kit is ready in the "Ready for QC" box and/or when an e-mail is received from Order Fulfillment.
Tech Site Kit: Group	All Kits : Quality Assurance