

Note: Formatting issues with the SOP that probably require a clean retyping into a new template to remove.

ScienceBridge Tech Site Standard Operating Procedure

Title: Printing Tech Site Labels		
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Originally prepared by: Lisa Yoneda	Revised by: Sandy Magbanua, Juniper Lacibal, Thanh Tran	Approved by: Lisa Yoneda

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 labels.			
Consumable Materials		1 kit	1 clip	1 folder
	1. Avery/Uline paper 2. Paper clips	1 1	10 1	10-30 1-3
Equipment	1. Folder found in inventory stock request 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	MMHS ScienceBridge Tech Site Inventory Stock spreadsheet (digital) How to Print Labels Video (With Colored Printer) Troubleshooting Tips: Label Formatting Problems Video			
Safety	Do not place your hands inside the printer or ink cartridges while the printer is in use.			
Quantity	Folders must not be empty, print and restock the labels ASAP when the stock is low, typically 10 sheets should be the minimum of the folders. Restock around 20-30 sheets every time stock is low.			
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 Labels on Sticker Template:</p> <ul style="list-style-type: none"> • 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 labels you wish to print 			

	<ul style="list-style-type: none"> • Under the "Item" column, identify which label template to use • In Inventory Management Room 224B Shelving Unit 1, Shelf 1C, locate the label templates in the rightmost pile <ul style="list-style-type: none"> ◦ Always take from the open stock, do not open closed stock unless you have confirmed there are no more sheets left in the open stock • Take out 20-30 sheets of the label template • Go to the HP printer and place the label templates in the paper tray with the stickers facing the ceiling • 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 • Make sure the destination is set to "Yoneda Rm224 Color" or "Yoneda Rm224 HP5700" before printing • Double check that the correct printer labels are used (on MMHS ScienceBridge Tech Site Inventory Stock Spreadsheet) Print 1 copy of the label sheet <p>QC: Compare the 1 copy to the previous label sheet to make sure they are exactly the same, identical with the previous label sheet. No ink smudge, all words and lines stay inside the label.</p> <ul style="list-style-type: none"> • <i>Passes QC: The copy sheet is identical with the previous label sheet (sample sheet)</i> <ul style="list-style-type: none"> ◦ Print the same number of copies as label sheets in the printer in runs of 10 sheets at a time. ◦ Paperclip 10 sheets together and update inventory spreadsheet. ◦ Document the amount of printed labels on the New Inventory Tracking Sheet ◦ Place updated and clipped sheets in correct folder in inventory cabinet. • <i>Fails QC: The copy sheet does not match with the previous sheet (lines/words go out of the label, ink smudge)</i> <ul style="list-style-type: none"> ◦ Report the issue to Ms. Yoneda ◦ Watch the "Troubleshooting Tips: Label Formatting Problems Video" under Supplemental Aids for further instruction
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>All materials should be stored in the inventory management cabinet.</p> <p>Product Storage</p> <ul style="list-style-type: none"> • Inventoried copies should be placed in the correct stock inventory envelope. <p>Supplies Storage Locations</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, Paper clip 10 sheets and place into correct folder. Document the quantity in IM stock.</p> <p><i>Failed QC:</i> Fix labels as needed- handwriting corrections with a sharpie is acceptable to use on a misprinted sheet. Check with Ms. Yoneda before using. You may need to fix the formatting with the Master Template. Report to Ms. Yoneda if this occurs.</p>
When	When there is less than 20 label sheets in its inventory stock envelope
Tech Site Kit: Group	All kits: Inventory Management