

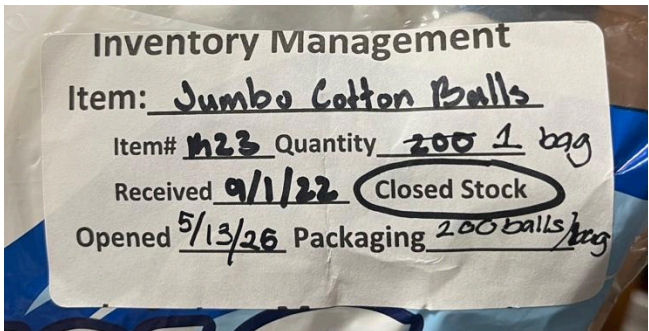
ScienceBridge Tech Site Standard Operating Procedure

Title: Restocking Inventory SOP		
Original Issue Date: 5-19-2025	Revision Date:	Pages: 4
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Scope	For use by biotechnology students at Mira Mesa High School when Tech Site groups submit inventory/kit restock requests.			
Objective	This SOP sets the procedural specifications for fulfilling inventory restock requests.			
Consumable Materials (or ends up in kits)		1 item	5 items	10 items
	1. Inventory Removal Tracking Sheet	1	1	1
Equipment	1. Windows laptop	1	1	2
	2. Fine Sharpie	1	1	2
	3. Pen (Black/Blue)	1	1	2
Supplemental Aids	<ul style="list-style-type: none"> • Low Inventory/Kit Cabinet Restock Order Form Spreadsheet (digital) • Tech Site Inventory Spreadsheet (digital) • Inventory Management Communication Log (digital) • New Inventory Order Form (digital) • Restocking Inventory Training Video • Restocking Inventory Job Description 			
Safety	<ul style="list-style-type: none"> • Exercise caution if lifting heavy boxes. 			
Quantity	Restock an item using the amount that is specified in the restock request.			
Protocol	<ol style="list-style-type: none"> 1. Open the Low Inventory/Kit Cabinet Restock Order Form Spreadsheet. There will be multiple sheets ("tabs") at the bottom, but you should automatically be in the first one, named "Form Responses." 2. On the "Form Responses" sheet, scroll down until you see the latest unfulfilled request. It should not be highlighted in any color. 3. Scroll to the right until you see the following columns: "Name of Item," "For what type of kit," and "How much is needed." 4. Open the Tech Site Inventory Spreadsheet. Using Ctrl+F, search for the item that needs to be restocked using the information given in "Name of Item." 5. Once the item is found, find the "Actual Quantity" column. Confirm that there is enough inventory to be able to restock by comparing the number to "How much is needed" back on the Kit Cabinet Restock Order Form Spreadsheet. <ol style="list-style-type: none"> a. If there is enough, skip to step 6. b. If there is not enough, go to the Tech Site Inventory Spreadsheet and scroll to the right until you see the 			

	<p>following columns highlighted in yellow: "Storage Room," "Storage Cabinet," and "Storage Shelf." Locate the item in ALL places where it is stored and confirm that there is not enough to be able to restock.</p> <ol style="list-style-type: none"> i. Once you confirm that the stock is low, let Ms. Yoneda know and then fill out the New Inventory Order Form using the following steps: <ol style="list-style-type: none"> 1. Select "Inventory Management ordering new items" on the last question of the first section. 2. On the following section, answer the first two questions by finding the item name and number on the Tech Site Inventory Spreadsheet. 3. Using the information in "For what type of kit" on the Kit Cabinet Restock Order Form Spreadsheet, select the type of kit that the item is part of. 4. Copy and paste the "Actual Quantity" from the Tech Site Inventory Spreadsheet into the "Amount currently in inventory" question. 5. Select "yes" for "Did you actually check the inventory in ALL rooms." 6. For the next two questions, work with Ms. Yoneda to determine if the item is urgently needed for the next kit order. 7. Check the packaging of the item to find the manufacturer or supplier. 8. Describe the item and include any sizes, packaged quantities, units, etc. 9. Submit the form, highlight the restock request on the Kit Cabinet Restock Order Form Spreadsheet in yellow, and document on the IM Communication Log that a New Inventory Order Form was submitted. 6. Scroll to the right until you see the following columns highlighted in yellow: "Storage Room," "Storage Cabinet," and "Storage Shelf." 7. Using the information in the yellow columns, locate where the item is stored in the Inventory Management cabinets. Find the item by looking for the correct item name and item number on the inventory label. 8. Using the information in "How much is needed" on the Kit Cabinet Restock Order Form Spreadsheet, retrieve the amount that is requested. <p>Part 2:</p>
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	<p>9. Using the information in "For what type of kit," open the corresponding cabinet in room 224B and locate the labeled box for the item. Double check that the item requested is in low or out of stock.</p> <p>10. BEFORE placing the low stock item in the labeled box in the correct kit materials cabinet.</p> <ol style="list-style-type: none"> Locate the clipboard hanging on the wall inside room 224B and document the item that was removed from inventory on the Inventory Removal Tracking Sheet. Use a Fine sharpie and cross off with a single line, the inventory label to show it has been removed from inventory stock. <p>Part 3:</p> <p>11. After the restock has been performed, go back to the Kit Cabinet Restock Order Form Spreadsheet, select the entire row for the restock request, and highlight it in green.</p> <p>12.QC: For restocks that are highlighted in green, the Inventory Management Manager must check that the removal of the item from inventory was properly documented on the Inventory Removal Tracking Sheet clipboard. Once this is confirmed, the Manager can:</p> <ol style="list-style-type: none"> Select the entire row for the restock request and copy and paste it to the "Completed Requests" tab for the current school year. <ol style="list-style-type: none"> Do not try to use Ctrl+X as it will not work. Go back to the Form Responses tab and delete the request. <p>13. If there are more unfulfilled restock requests, repeat steps 2-12.</p>
Documentation	<ul style="list-style-type: none"> All work and any variance from the protocol must be documented Document fulfilled restock requests on communication log Document remaining restock requests on communication log for other periods to fulfill Document removed items from inventory on the Inventory Removal Tracking Sheet in room 224B (step 10)
Storage	All materials able to be restocked should be stored in one of the Inventory Management cabinets.
Quality Control	<p>Fails QC: If the inventory removal was not documented on the Inventory Removal Tracking Sheet clipboard, follow these steps.</p> <ol style="list-style-type: none"> Use the Communication Log to find who performed the restock and confirm that they did so successfully. Check the kit cabinet or with the group who submitted the restock request to confirm that they received the restock. If steps 1 and 2 were successful, document the item removal on the Inventory Removal Tracking Sheet clipboard. If either step 1 or 2 failed, perform the restock again by following steps 3-12 on the protocol.

Reagent Label Sticker or other Identification Label	<p>All items under Inventory Management should have an Inventory Management label clearly visible on the packaging, legibly and accurately filled out.</p> 
When	Whenever new restock requests appear on the spreadsheet
Tech Site Kit: Group	All kits: Inventory Management