

ScienceBridge Tech Site Job Description

Title: Cleaning Shells Job Description		
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Scope	For use by biotechnology students at Mira Mesa High School when cleaning shells for Ocean Acidification
Objective	This SOP sets the procedural specifications for properly sorting, washing, and drying shells.
Required Skills and Training	<ul style="list-style-type: none"> • Training from risk management senior lab manager • Ability to fill out Batch Production Record • Knowledge of where materials are • Ability to fill out communication log and Tracking sheet
When	Clean more shells when there are shells ready for cleaning and room in the "Ready for Sorting" boxes.
Supplemental Aids	<p>SOP:</p> <ul style="list-style-type: none"> • RM Cleaning Mussel Shells SOP • RM Storing Mussel Shells SOP <p>Videos:</p> <ul style="list-style-type: none"> • RM Cleaning Mussel Shells P1- Supplies • RM Cleaning Mussel Shells: Video 1 Sort & Wash 2026 • RM Cleaning Mussel Shells: Video 2 Drying 2026 • RM Cleaning Mussel Shells Video 3: Storage 2026 <p>Tracking Sheet:</p> <ul style="list-style-type: none"> • Batch Order Record (On Paper)
Safety Training	<ul style="list-style-type: none"> • Safety Concern: The shells can be sharp, soap water damaging eyes. • PPE: Lab Coat, Glasses (Prevent soap water from getting into eyes), Rubber Gloves (Prevent cuts from the shells)
Workflow Protocol	<p>Overview: Complete the following for cleaning shells some jobs may require repetition of specific steps and/or not every step may be needed. This will require an initial plan that is signed off by the teacher and a weekly check-in to adjust for changes and problems that arise.</p> <p>Initial Training: Completed by each team member before allowed to do the rest of tasks without direct supervision.</p> <ul style="list-style-type: none"> • Look over Cleaning Mussel Shells and Storing SOP • Watch the RM Cleaning Shells Training Videos • Get initial training from tech site teacher and senior managers if applicable. • Each period must be signed off by demoing a successful setup of the cleaning shells, drying, and storage. • Do not discard broken shells without approval.

	<p>Cleaning and Drying Shells: Trained group members complete whenever shells are in storage.</p> <ul style="list-style-type: none"> No longer just mussel shells: any type of shell may be cleaned for this purpose. <ol style="list-style-type: none"> Follow the RM Cleaning Mussel Shells SOP & refer to the RM Cleaning Shells Training Videos if you have any issues. Especially when training new risk management. Have a separate bucket with shells you intend to discard; check in with the instructor before throwing shells out. Leave enough time to setup all cleaned shells to dry. Waiting too long to dry them may result in cracking which renders shells unusable. Sink must be cleaned and all materials need to be brought back inside the classroom and returned. Assign someone to check. <p>Storing Shells: day 2 of each cleaning shells day</p> <ol style="list-style-type: none"> Always complete the day after a cleaning day. Shells only need to dry overnight. It may help to store different types of shells in different storage containers. Follow the RM Storing Shells SOP <p>1.</p>
Documentation	<p>Communication Log:</p> <ul style="list-style-type: none"> Follow the questions it asked you on the very first row You can't complete the Communication Log while doing your job at the same time so doing Communication Log is last. Make sure to document what step(s) you did today, if you did something new, document it too. Batch Production Record: Input the Job description, your Job ID (Group name, date, batch letter), name of the person filling out the sheet, date, etc... Fill out the end goal #-How many shells are you making all together Fill out the materials you used in total Do the same thing on the back Get instructor's signature <p>Tracking Sheet Information:</p> <ul style="list-style-type: none"> Fill out your names, group name, date, the task that you just did. Then get a signature from your instructor. (Only do these steps if no one has started a tracking sheet yet. If they did, move down to the tracking log) In the tracking log first box, fill out only one of the first step that you did (Each row is dedicated to only one step at a time: Sorting, Washing, Soaking) The next box describes in a more detailed form of that step (Scrubbing shells, check shells, soak shells, etc...) The next long box, (make sure to go to the first step) you put what type of shell you did (Clam, mussel, etc.) then

	<p>draw an arrow from the first step to the last step to indicate that you did this type of shell for all those steps.</p> <ul style="list-style-type: none"> • Then in the small final box of each row, date and initial if you have completed that step.
Document Control	<p>All tracking sheets (Batch production, etc..) should be kept in the "Risk Management" binder. When finalized, tracking sheets must be archived back to your group's binder.</p>
Quality Control	<p>Fails QC:</p> <ul style="list-style-type: none"> • Shell is Damaged: As long as 80% of the shell remains, it's fit for use. Otherwise, put it aside and at the end discard in glass waste. • Shell is Cracked: For small-medium cracks, the shell is fit for use. If the shell is in risk of breaking apart due to larger cracks, put aside and at the end discard in glass waste.
Tech Site Kit: Group	<p>Ocean Acidification : Risk Management</p>