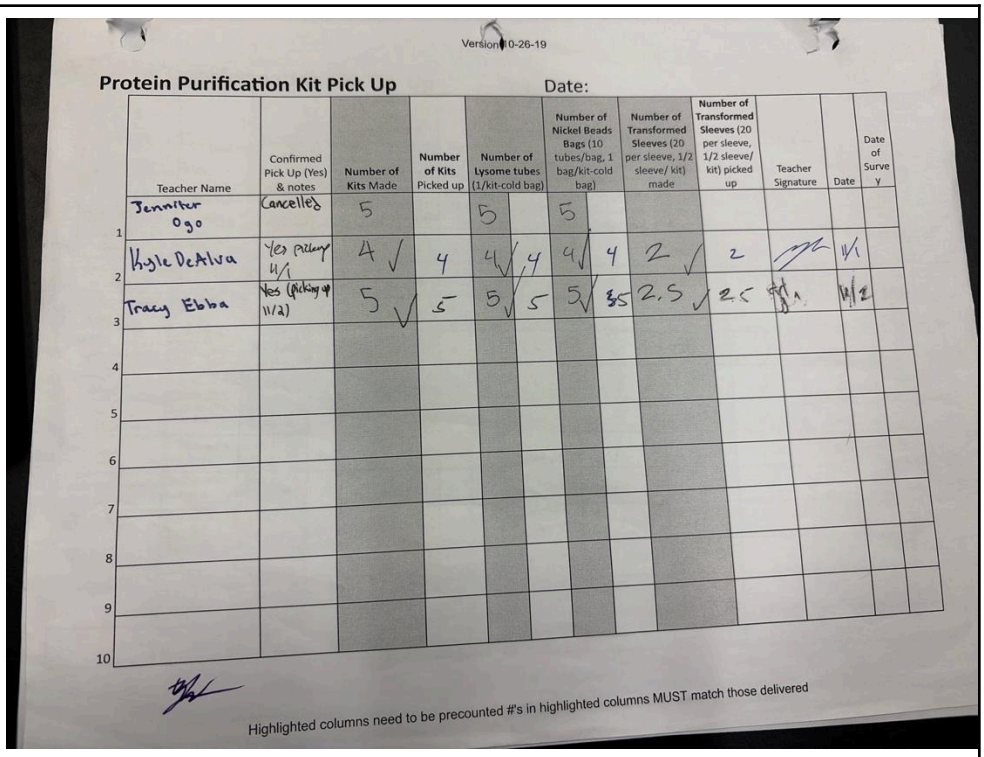
ScienceBridge Tech Site Standard Operating Procedure

Title: **Protein Purification Pick Up Sheet SOP**		
Original Issue Date: 05/18/26	Revision Date:	Pages: 2
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Scope	For use by biotechnology students at Mira Mesa High School when managing and documenting the distribution and pickup of protein purification kits using the Protein Purification Pick Up Sheet.			
Objective	This SOP outlines the procedures for verifying teacher orders at pickup, recording distribution, and maintaining accurate documentation of which teachers have received their protein purification kits.			
Consumable Materials (or ends up in kits)		Teacher	Kit	digital
	1. Protein Purification Pick Up Sheets 2. Teacher Order Sheets 3. Shared Spreadsheet		1 1	 1
Equipment	1. Computer 2. Customer Service Binder 3. Teacher Email Communication Tracking Sheet			
Supplemental Aids	• CS Teacher Checkout Training Video			
Safety	• Do not release unauthorized information to customers. Only stick to the proper script that's given. • Be sure to keep all personal teacher information confidential			
Quantity	Record each teacher's pickup on the sheet. Each teacher should sign once upon receiving their order, regardless of the number of kits picked up, with all items verified at the time of pickup.			



Version 10-26-19

Protein Purification Kit Pick Up Date:

	Teacher Name	Confirmed Pick Up (Yes) & notes	Number of Kits Made	Number of Kits Picked up	Number of Lysome tubes (1/kit-cold bag)		Number of Nickel Beads Bags (10 tubes/bag, 1 bag/kit-cold bag)		Number of Transformed Sleeves (20 per sleeve, 1/2 sleeve/ kit) made	Number of Transformed Sleeves (20 per sleeve, 1/2 sleeve/ kit) picked up	Teacher Signature	Date	Date of Survey
1	Jennifer Ogo	Cancelled	5		5		5						
2	Kayle DeAlva	Yes picking up 11/1	4 ✓	4	4 ✓	4	4 ✓	4	2 ✓	2		11/1	
3	Tracy Ebba	Yes (picking up 11/2)	5 ✓	5	5 ✓	5	5 ✓	5	2.5 ✓	2.5		11/2	
4													
5													
6													
7													
8													
9													
10													

Highlighted columns need to be precounted #'s in highlighted columns MUST match those delivered

Protocol

Before Tech Site Pick-Up Date

1. Use the **Shared Kit Information spreadsheet** to fill in Teacher Name and number of kits made.
2. Write in the number of lysome tubes prepared for each order.
    a. There is 1 per each kit.
3. Write in the number of nickel beads bags prepared for each order.
    a. There is 1 per each kit.
4. Write in the number of transformed sleeves prepared for each order.
    a. There is ½ per each kit.
    b. For any of these prepared materials, teachers may request material. Check email correspondence and order requests.
5. Upon e-mail or phone confirmation from the teacher, date and initial in the "Confirmed Pick Up" column
    a. If there are any additional requests (like picking up on a later day or being picked up), also add to this area.
    b. If the teacher cancels their kits, indicate this here.

On Tech Site Pick-Up Date - (Follow Delivery Kits SOP)

1. Keep track of customers who are supposed to come on that day (using the pick-up sheet). Prepare the materials to be ready.

2. Once a customer arrives, get them to sign off on their orders (using the pick-up sheet). Mark off how much of each material is received for each order.

a. If requested, help them pack their orders/deliver them to their car.

	After Tech Site Pick-Up Date 1. Use the pick-up and check with Ms. Yoneda to confirm the orders that were picked up.
Documentation	**All work and any variance from the protocol must be documented** ● Document completion of all final steps on the Customer Service Summary Sheet ● Document all changes and confirmations from teachers in the Summary Sheet and on the Spreadsheet shared with other groups ● Report updates on Communication Log ○ Whether you called all the teachers or if there are still teachers that need to be called.
Storage	**Pick Up Sheet should be stored in Customer Service Binder until used and archived properly after the respective monthly order is complete.**
Quality Control	● Verify teacher name matches the Shared Kit Information spreadsheet ● Verify each material quantity ● Confirm any teacher special requests with the **online Shared Kit Info Online Spreadsheet**. ● All entries must be written legibly in pen. If an entry is illegible, draw a single line through it and rewrite.
Reagent Label Sticker or other Identification Label	N/A
When	The procedure should be repeated anytime a teacher has ordered one or more kits to pick-up but has failed to respond to any confirmation emails.
Tech Site Kit: *Group*	All kits: *Customer Service*