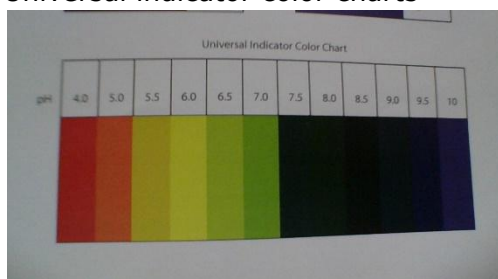


ScienceBridge Tech Site Standard Operating Procedure

Title: OF Packaging Ocean Acidification Kit Bags (Pre-assembly)		
Original Issue Date: 10/20/10	Revision Date: 4/20/2025	Pages: 3
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Scope	For use by biotechnology students at the ScienceBridge tech sites when prepackaging the ScienceBridge Ocean Acidification kits for shipment.		
Objective	This SOP sets the procedural specifications for pre-packaging the Ocean Acidification kits.		
Materials		1 kit	5 kits
	*Note: Materials in blue are pre-packaged and already in/on the item		
	1. Pre-labeled Ocean Acidification Kit Bag (yellow)	1	5
	a. Ocean Acidification Label	1	5
	b. Room Temperature Label	1	5
	c. Bag #	1	5
	2. Bubbles bag (gallon-sized)	1	5
	a. 50mL conical tubes labeled Bubbles , each containing 34.75g of aquarium salt	2	10
	b. Straws	10	50
	c. Clear 1.5mL microcentrifuge tubes labeled IND and contains 1mL of universal indicator solution	21	105
	d. Disposable transfer pipets	11	55
	e. Universal indicator color charts	10	50
	3. Shells bag (quart-sized)	1	5
	a. 50mL conical tubes labeled Shells , each containing 52.125g of aquarium salt	1	5
	b. Small strips of pH paper	20	100
	c. pH paper color charts	10	50
	4. Ocean Acidification Kit Checklist	1	5
Equipment	1. Pen (black/blue)	1	1
Protocol	Part I: Kit Bag Preamssembly (Prior to Pick Up Date)		

1. Use clear tape to attach one printed Ocean Acidification Checklist to the front of each teacher bag on the current tracking sheet. Place so the checklist does NOT cover any of the identification stickers.
2. All Supplies added to the kits should be taken from the "Ready for Kits" boxes in the Ocean Acidification Storage Cabinet.
3. Obtain one **Bubbles** bag per kit ordered. Double check all of the following:
 - a. Recounting the items is not required.
 - b. Check that no liquids/chemicals are leaking, or other obvious problems with the kit contents in the bag.
 - c. **QC: As you check for the presence of each item, initial all items found in the Bubbles Bag on the OF part of the checklist taped to the front of the kit.**
 - i. 50mL conical tube labeled **Bubbles**, containing aquarium salt
 - ii. Straws
 - iii. Clear 1.5mL microcentrifuge tubes labeled IND and containing 1mL of universal indicator solution
 - iv. Disposable transfer pipets
 - v. Universal indicator color charts



4. Obtain one **Shells** bag per kit ordered. Double check all of the following:
 - a. Recounting the items is not required
 - b. Check that no liquids/chemicals are leaking, or other obvious problems with the kit contents in the bag.
 - c. **QC: As you check for the presence of each item, initial all items found in the Shells Bag on the OF part of the checklist taped to the front of the kit.**
 - i. 50mL conical tubes labeled **Shells**, each containing aquarium salt
 - ii. Small strips of pH paper
 - iii. pH paper color charts
5. If an item is missing and cannot be fixed because there are no more of that item, immediately inform the teacher of the shortage. (exact item & # needed).

	<p>6. QC: Use the checklist to make sure that all room temperature contents are present and tubes are completely sealed</p> <p>7. Place completed and QC'd bags in the "Completed Kits" box in the Order Fulfillment Storage Area.</p>
Documentation	<ul style="list-style-type: none"> As you complete each item, initial the tracking sheet in the OF column. Update communication log.
Storage	<p>Product Storage</p> <ul style="list-style-type: none"> Completed and QC'd kits should be placed in the "Completed Kits" box in the Order Fulfillment Storage Area.. <p>Supplies Storage Locations</p> <ul style="list-style-type: none"> Use supplies in Ocean Acidification Storage Cabinet boxes labeled "Ready for Bagging"
Safety	<ul style="list-style-type: none"> Take care to ensure that liquid-filled tubes do not open during handling Make sure that the salt-filled tubes remain securely closed.
Quantity	<i>Prepare 1 box per kit ordered, plus maintain a surplus stock of 10</i>
Quality Control	<ul style="list-style-type: none"> Part I: Replace, add, or remove any parts that are incorrect (check universal ind color chart to make sure it is the right one) Use the Ocean Acidification Kit Checklist as a guide when packing the boxes. Part II: QC any part that has not been checked off on the check-off list
When	<ul style="list-style-type: none"> Whenever there are less than 10 prefilled Ocean Acidification Room Temperature Kit Bags.
Tech Site Kit/Group:	<i>Ocean Acidification: Order Fulfillment</i>