

ScienceBridge Tech Site Standard Operating Procedure

Title: Labeling PM1 tubes		
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Scope	For use by biotechnology students at the ScienceBridge tech sites when labeling PM1 tubes for the ScienceBridge Transformation kits.			
Objective	This SOP sets the procedural specifications for labeling PM1 tubes.			
Materials		1 kit	50 kits	100 kits
	1. Green 0.6mL microcentrifuge tubes 2. Sandwich bags	1 1	50 2.5	100 5
Equipment	1. Sharpie (Ultra thin) 2. Lab Tape	1 -	2 4 in	4 10 in
Protocol	1. Note: No more than 200 tubes (4 bags of 50) should be labeled unless told otherwise. 1. Obtain green 0,6mL microcentrifuge tubes. 2. Use the thin permanent marker to label the tubes PM1 on the tops. 3. Count out labeled tubes into groups of 10. 4. QC: Check one tube out of every group to make sure all writing is legible and correctly labeled "PM1" on the cap. Double check the color and size of the tube. Put 50 (5 groups of 10) labeled PM1 tubes into a sandwich bag labeled with the number of tubes. 5. Seal the bag with a 2 inch piece of tape, labeled with your initials and the date. 6. Place in the box "PM1 tubes ready to be filled" in the Transformation cabinet.			
Documentation	Record who worked on it and how many were supposed to be completed as well as how many were actually completed. Explain any differences in Purification/Transformation Production Line Log.			
Storage	All materials should be stored in the Transformation/Protein Purification cabinet. Always start with the oldest dates on supplies and complete partially finished or open bags first. Product Storage - Finished tubes go to the PM1 tubes "Ready to be Filled" box, - Partially finished and unlabeled tubes go back to the Tube Supply box Supplies Storage Locations			

	Supplies are stored in the Transformation/Protein Purification cabinet
Quality Control	Make sure your writing is legible. Take care to avoid smearing the writing before it has dried. Remember to cap your permanent marker when not actively using it. Fails QC: Check all tubes in any failed group. Fix labels and recount into groups of 10.
Safety	Take care to avoid marking your skin with permanent marker.
Quantity	<i>Prepare 4 bags of 50 PM1 tubes (200 PM1 tubes total) unless otherwise told</i>
Tech Site Group/ Kit	<i>Transformation Kit, Production Line</i>
When	Whenever there are less than 3 bags in the "PM1 ready to be filled" box.