

ScienceBridge Tech Site Standard Operating Procedure

Title: Pre-labeling Blue Room Temperature Enzyme Kit Bags SOP		
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Scope	For use by biotechnology students at Mira Mesa High School when prelabeling blue room temperature enzyme kit bags.			
Objective	This SOP sets the procedural specifications for (complete sentence with the outcome including all bold sections in the protocol).			
Consumable Materials (or ends up in kits)		1 kit	Package d Quantity (50 Kits)	Outer Packaging
	1. blue kit bags	1	50	50
	2. "Enzyme" Labels	1	50	50
	3. "Temperature Sensitive" Labels	1	50	50
	4. "Fragile" Labels	1	50	50
	5. Numbered "Kit Number" Labels	1	50	50
Equipment	1. Fine Sharpie 2. Batch Record	1 1	1 1	1
Supplemental Aids	• Assigning Kit Numbers SOP • Enzyme Room Temperature Kit Assembly SOP • Batch Production Record SOP • Prelabeled Blue Enzyme Bag Reference Picture •			
Safety	• (list each safety concern, SDS concerns or hazards, PPE needed..)			
Quantity	Prepare 50 Blue Enzyme Prelabeled Room Temperature Kit Bags.			
Protocol	For Steps 1-5, use the picture as reference to help place labels correctly:  1. Use 50 prelabeled "Kit Number" Labels using the <u>OF Assigning Kit's SOP</u>. Affix 1 label per bag to the upper right hand corner of the blue kit bags. (picture needed). 2. Use 50 "Enzyme" Labels. Affix 1 label per bag to the upper left hand corner of the blue kit bags. (picture needed).			

	3. Use 50 "Temperature Sensitive" Labels. Affix 1 label per bag to the upper left hand corner, just below the "Enzyme" label on the blue kit bags. (picture needed). 4. Use a Fine Sharpie to label 50 "Fragile" stickers. Mark an X in the box labeled Glass on each of the 50 "Fragile" stickers. 5. Use the 50 "Fragile" Labels with X marked for Glass. Affix 1 label per bag to the upper left hand corner, just below the "Temperature Sensitive" label on the blue kit bags. (picture needed). 6. QC: Count out bags in groups of 10. Choose 1 bag in each group of 10 to check: a. All 4 labels are correctly placed b. Fragile label is correctly marked for glass c. Kit #'s is correct #range for enzyme kits i. MMHS: #100-1000's. d. All labeling has been done neatly, stickers are flat on the blue bag and fully adhered. 7. Place all completed bags in the order fulfillment cabinet on the enzyme shelf in the ready for bagging bin. 8. QC: Be sure that all #'d labels that have been attached to completed bags have been documented on the assigning kit # digital spreadsheet. 9. Complete batch production documentation and inventory storage steps 10. Identify any low inventory items needed for restock and complete proper documentation.
Documentation	• Fill out Batch Production Record. Must be completed and approved by tech site teacher before you are officially finished. • All work and any variance from the protocol must be documented • (who do you need to inform & what information, include what document/tracking log to fill out)
Document Control	All tracking sheets should be kept in your assigned group binder. When finalized, tracking sheets must be archived in your group binder.
Storage	All materials should be stored in the (kit type) cabinet. Always start with the oldest dates on supplies and complete partially finished or open bags first. Product Storage • (Where do completed parts/products go, • where do unfinished parts/products go and how to label) Supplies Storage Locations • (Where are the supplies stored?)
Quality Control	Fails QC: (explain what to do if a batch fails QC- how do they fix the problem) List all problems/solutions.
Reagent Label Sticker or	Reagent Label Must Include: • Name of Solution

other Identification Label	• Concentration of the Solution • Storage Temperature • Date • Name/Initials of preparer • Hazards and special storage if any • Making Solution Tracking Number • Closed or Open Stock
When	When you have less than 10 prelabeled Enzyme Room Temperature Bags in stock.
Tech Site Kit: <i>Group</i>	Enzyme : <i>Order Fulfillment</i>