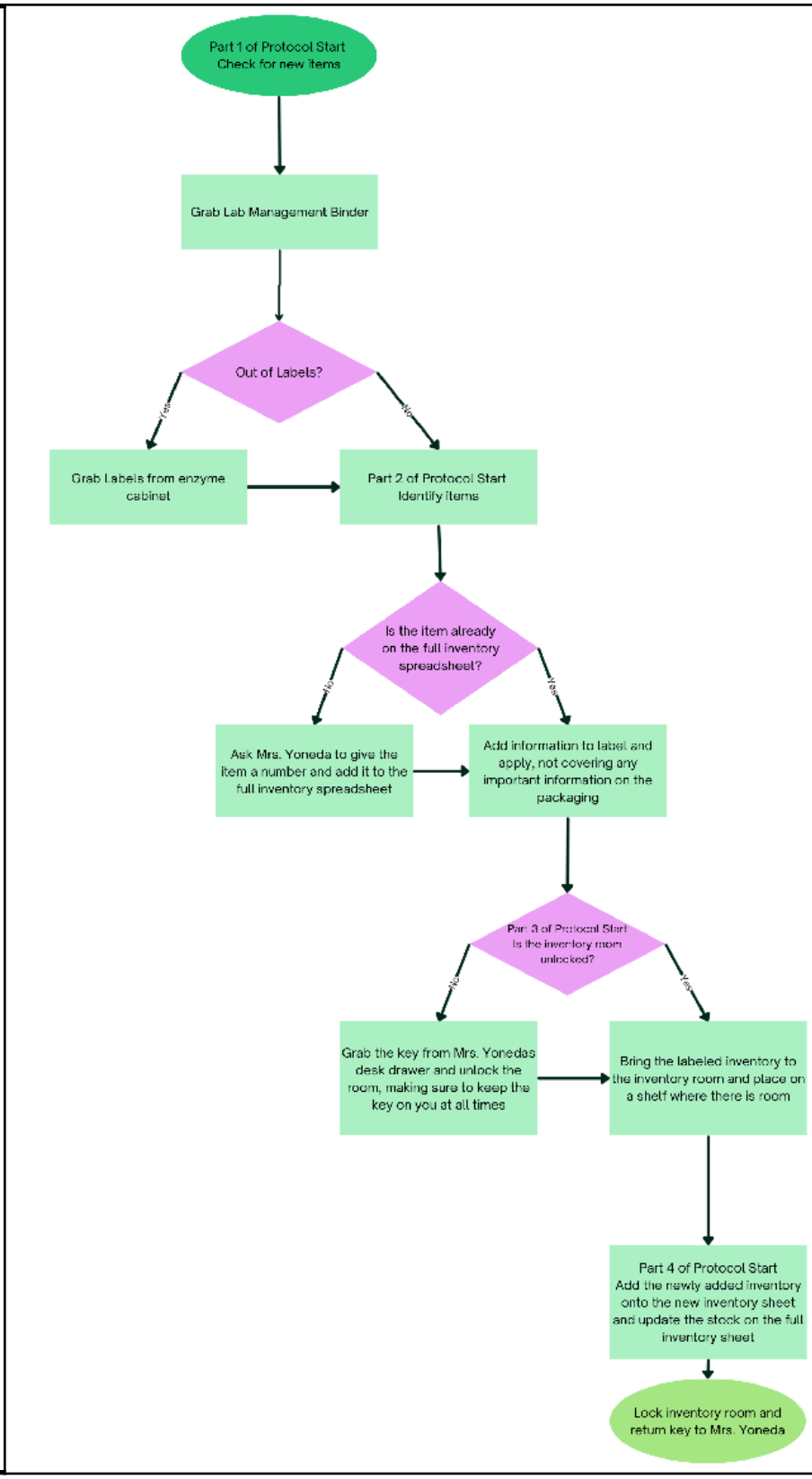
ScienceBridge Tech Site Job Description

Title: **Labeling New Inventory Job Description**		
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Scope	For use by biotechnology students at Mira Mesa High School when receiving new Lab Management inventory.
Objective	This SOP sets the procedural specifications for correctly labelling inventory stock and keeping inventory organized and accounted for.

Required Skills and Training	Filling out inventory labels - Reading spreadsheets - Taking inventory

When	Anytime new materials are received. ScienceBridge Inventory Stickers are applied whenever new materials are received. Stickers must be added before new stock is added to the current stock inventory.
Supplemental Aids	SOP: ● LM New Inventory labeling SOP ● Communication log SOP Videos: ● LM Labeling Inventory Boxes Video Spreadsheets: ● Full Inventory Spreadsheet (digital) ● Inventory Info Spreadsheet (digital)
Safety Training	● PPE Needed when handling chemicals ● Some boxes will need to be placed high, going up the ladder with boxes can be dangerous ● Boxes can fall if not balanced correctly

Workflow Diagram	

Workflow Protocol	1. Initial training a. Purpose: To be able to better execute the SOP with improved accuracy, precision, and efficiency. b. Documents Needed: Lab Management binder c. Documentation: none d. Product: i. Location of Inventory labels is known: Move on to steps 1-11 of SOP 2. Labelling inventory a. Purpose: To be able to identify inventory and know how much is in stock. b. Documents Needed: LM New Inventory Labeling SOP, Inventory Info Spreadsheet c. Documentation: complete Inventory Info Spreadsheet, refer to Full Inventory Spreadsheet d. Product: i. Label Applied: Place item in storage room 3. Storing inventory a. Purpose: To be able to more easily access inventory b. Documents Needed: Full Inventory Spreadsheet c. Documentation: Complete Full Inventory Spreadsheet d. Product: i. Item Stored: Complete steps 12-17 of SOP 4. Documentation a. Purpose: to ensure that documentation is correct and communication between periods is clear. b. Documents Needed: Full Inventory Spreadsheet, Inventory Info Spreadsheet c. Documentation: Complete Communication Log, reference Full Inventory Spreadsheet, and Inventory Info Spreadsheet d. Product: i. Documentation has been double-checked and checked by a fellow team member: Update the Communication Log
Documentation	● Document any deviation from the SOP in the communication log ● Ensure that you have added the new inventory to the Full Inventory Spreadsheet and updated the stock number on the Inventory Info Spreadsheet
Document Control	All remaining labels should be returned to the Lab Management Binder
Quality Control	**Fails QC:** Do complete inventory on ALL new stock items. Update spreadsheet/stickers as needed.
Tech Site Kit: *Group*	All Kits: *Lab Management*