

ScienceBridge Tech Site Standard Operating Procedure

Title: Aliquotting HCl		
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Scope	For use by biotechnology students at the ScienceBridge tech sites when aliquotting HCl for the Science Bridge Enzyme kits.			
Objective	This SOP sets the safety and procedural specifications for aliquotting 100uL of hydrochloric acid into pink 0.6mL microtubes labeled HCl.			
Materials		1 kit	50 kits	100 kits
	1. Pink 0.6mL microcentrifuge tube 2. Pipette tips (1-200µL) 3. 1M HCl solution	6 1 600µL	300 3 30mL	600 4 60mL
Equipment	1. Gloves for each person 2. Goggles for each person 3. Micropipette (P200) 4. Tube rack for microtubes	2 1 1 1	6 3 3 3	12 6 4 7
Protocol	Note: First complete partially filled and use open bags first in the "HCl ready to be filled" box in the Enzyme Cabinet. 1. Obtain pink 0.6mL microcentrifuge tube pre-labeled HCl. 2. Place the labeled tubes, open, into a tube rack. 3. Put on gloves and goggles. 4. Set your P200 micropipette to 100µL. 5. Put a 1-200µL pipette tip on the micropipette. 6. Aliquot 100µL of 1M HCl solution into each microcentrifuge tube. 7. Close the tubes securely. Be sure they snap completely. 8. QC: Line up 10 tubes and check that they all have about the same volume. Choose one tube and make sure there is 100µL of HCl. 9. Turn tubes upside down and press the caps into the table to double check that all tubes are securely snapped. 10. Place 50 (5 groups of 10 that have passed QC) tubes into one sandwich bag. 11. Seal the bag with tape that is labeled with your initials, period and date. 12. Place in the box labeled "HCl ready to be bagged".			
Documentation	Record who worked on it, how many were supposed to be completed, how many were actually completed, and what still needs to be completed. Explain any issues in the communication log.			
Storage	Always start with the oldest dates on supplies/solutions and complete partially finished or open bags first.			

	Product Storage • Place completed and sealed bags in box labeled "HCl Ready to be Bagged" • Place unfilled tubes or incomplete bags in box labeled "HCl Ready to be Filled" Supplies Storage Locations • All solutions should be stored in room 224C on the "Solutions and Aliquots" storage shelves. • Goggles/glasses are in the UV storage cabinet. • Micropipettes, tips, tube racks, sharpies, and lab tape are in your micropipette boxes. • Extra tube racks are stored on the solutions and aliquots storage shelves in room 224C. • Empty HCl solution bottles should be rinsed out and ALL labels should be removed. Place rinsed bottle in the "Facilities Glass Washing" box in room 224A.
Safety	Always wear gloves and goggles when handling hydrochloric acid.
Quantity	<i>Prepare 8 bags of (50 tubes/bag) unless otherwise told.</i>
Quality Assurance	• Check that your solution has passed quality assurance prior to aliquotting. • If a group fails QC, check all ten tubes to make sure they all have 100uL of HCl. Stop pipeters if more than 1 is wrong or more than 1 group fails QC.
When	Whenever there are less than 6 bags in the "HCl Ready to be Bagged" box.
Tech Site Kit : Group	<i>Enzymes : Solutions & Aliquots</i>