ScienceBridge Tech Site Standard Operating Procedure

Title: IM Inventory Filling Restock Request SOP		
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Scope	For use by biotechnology students at Mira Mesa High School when removing inventory from stock to be distributed to other groups.			
Objective	This SOP sets the procedural specifications for updating current stock levels and documenting the removal of materials to ensure accurate inventory tracking and kit fulfillment.			
Consumable Materials (or ends up in kits)		1 box	1 shelf	Outer Packaging
	1. Inventory Removal Tracking Sheet			
Equipment	1. Black pen 2. Sharpie			
Supplemental Aids	• Inventory Removal Tracking Sheet • Low Inventory/Kit cabinet Order restock Order form Spreadsheet • TechSite Inventory Spreadsheet			
Safety	Dependent on Boxed Inventory Item; Look at conditions or item for additional safety concerns/measures			
Quantity	Sixteen inventory items (even more if done on the same row) should be documented before changing Inventory Removal Tracking Sheets.			

Protocol	1. Check the Low Inventory/Kit Cabinet Restock Order Form Spreadsheet
	  a. If there are any unfulfilled restock requests, then follow the Restocking Inventory SOP
	2. Document all inventory removals on the Inventory removal tracking sheet
	  a. In Column 1, write the name of the inventory removed
	  b. In Column 2, write the correct item number of the inventory removed
	  c. In Column 3, write the date it was removed from inventory and given to TechSite groups
	  d. In Column 4, write the quantity inside of each packaging (ex: 1 clip of 10)
	  e. In Column 5, write where the inventory was discovered within inventory's inventory.
	  f. In Column 6, respond with a yes or no if there is more of that same inventory at that location
	3. Place the inventory in the requested location given by the Low Inventory/Kit Cabinet Restock Order Form Spreadsheet
	4. Once the inventory removal tracking sheet is finished, transfer the withdrawals to the Tech Site Inventory spreadsheet to accurately document what is left in inventory.
	  a. To obtain the correct amount of inventory remaining, subtract the quantity of items removed from the inventory from the quantity on the TechSite inventory spreadsheet.
	  i. After completing the Inventory Removal Tracking Sheet, proceed to the QC steps on the back page.			

	5. QC: For restocks highlighted in green (on <u>the Low Inventory/Kit Cabinet Restock Order Form Spreadsheet</u>), the Inventory Management Manager must ensure that the item was removed from inventory and properly documented on the Inventory Removal Tracking Sheet clipboard. Once this is confirmed, the Manager can: **a. Select the entire row for the restock request and copy and paste it to the "Completed Requests" tab for the current school year.** **i. Do not try to use Ctrl+X as it will not work.** **b. Go back to the Form Responses tab and delete the request.** 6. Place a new Inventory Removal Tracking sheet on top of the previous tracking sheet once tracking sheet is filled up a. This step can only be done after the tracking sheet is completed and QC'd by the inventory manager. 7. Repeat steps 2-6 every time the <u>Inventory Removal Tracking sheet</u> is completed 8. Use the communication log to communicate when the tracking sheet is documented on the spreadsheet.
Documentation	Document all inventory removal on the Inventory Removal Tracking Sheet
Document Control	**All tracking sheets should be kept in your assigned group binder.** <u>When finalized, tracking sheets must be archived in your group binder.</u>
Storage	**The Inventory Removal Tracking Sheet clipboard is stored to the right of room 224B**
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 other Identification Label	All items under Inventory Management should have an Inventory Management label clearly visible on the packaging, legibly and accurately filled out.
When	This must be done every time inventory is taken out of stock to be distributed to other Tech Site groups.
Tech Site Kit: *Group*	All kits: Inventory Management