

Title: Micropipette Tip Box Restock		
Original Issue Date: 6/6/18	Revision Date: 6/7/18	Pages: (3)
Originally prepared by: Michael Sabeh	Revised by:	Approved by: DRAFT ONLY (+wrong format)

Scope	For use by biotechnology students at Mira Mesa High School to aid in the refilling of the Micropipette tip boxes
Objective	This SOP sets the procedural specifications for refilling Micropipette tips
Materials	1. Bag of Micropipette tips (located in Inventory) 2. Empty Micropipette tip boxes (located under cabinet next to filled micropipette tip boxes)
Equipment	None
Supplemental Aids	None
Safety	
Quantity	Fill each empty box, unless otherwise instructed.
Protocol	1. Open Micropipette tip bag, 2. Open the empty Micropipette tip boxes 3. Fill the empty boxes using the Micropipette tips from the bag (200 microliters tips go into the smaller holed boxes, and the 1000 microliter tips go into the larger holed boxes). Use caution to prevent tips from being contaminated.



(Picture showcases a Micropipette box being filled)

5. Place filled Micropipette tip boxes back with other filled boxes (located in cabinet under counter, next to empty boxes cabinet)

Documentation

All work and any variance from the protocol must be documented

Storage

Labeled floor cabinets, no special storage required for filled boxes.

	
Quality Control	Fails QC: replace the contaminated, broken, or otherwise faulty tips with new ones from storage bags.
When	As Empty Boxes accumulate.
Tech Site Kit: <i>Group</i>	Facilities management