
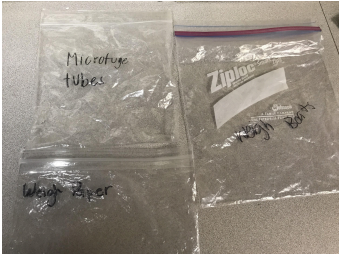
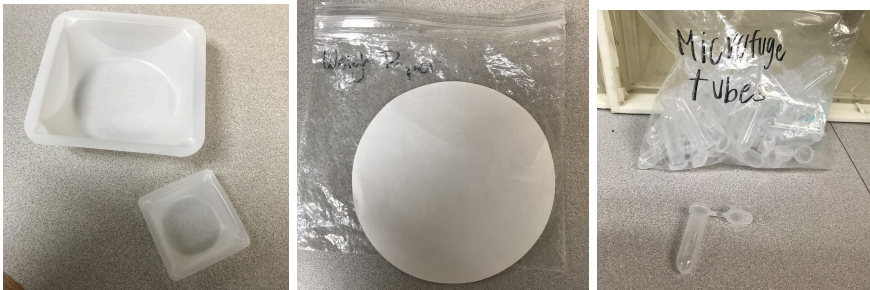


ScienceBridge Tech Site Standard Operating Procedure

Title: Microfuge tubes & Weigh boats Classroom Restock		
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Scope	For use by Biotechnology students at Mira Mesa High School when the microfuge tubes, weigh boats, and weigh papers supplies in the classroom are empty.			
Objective	This SOP sets the procedural specifications for restocking the microfuge tubes, weigh boats, and weigh papers.			
Materials		1 bag	Packaged Quantity	Packaging
	<ul style="list-style-type: none"> • (1.5 microliter) Microfuge tubes • Weigh papers • Large and Small Weigh boats • Sandwich bags (from Return Bags bin not new ones) • Sharpie 			
Equipment	<ul style="list-style-type: none"> • At least one person to restock the materials necessary 			
Safety	<ul style="list-style-type: none"> • Be sure to do this on a flat surface, in case of paper cuts. 			
Quantity	Restock entire back white container of microfuge tubes, weigh papers, and weigh boats.			
Protocol	<p>Note: Check these supplies at least once a week and refill when needed.</p> <ol style="list-style-type: none"> 1. Determine what needs restocking in the white container at the back of the classroom by checking the top middle Return Bags bin.  <ol style="list-style-type: none"> 2. Take out the empty bags and separate by type of refill. 			

	<p>3. In the storage room, locate the stock supplies of weigh boats, weigh papers, and microfuge tubes. They look like the following:</p>  <p>4. Fill the plastic bags with the corresponding material it is labeled to contain. For microfuge tubes bags fill with about 1-2 handfuls of tubes, and for weigh boats a stack of about 10 is acceptable.</p> <p>5. Place all the restocked plastic bags into its correct container bin.</p>
Documentation	<p>All work and any variance from the protocol must be documented</p> <ul style="list-style-type: none"> Note in your communication log that you have restocked the microfuge tubes, weigh papers, and weigh boat.
Storage	<p>Supplies Storage Locations</p> <ul style="list-style-type: none"> Microfuge tubes and weigh papers are found in the
Quality Control	Fails QC:
When	Whenever you notice any of the materials (microfuge tubes, weigh boats, and weigh papers) are low in the back container.
Tech Site Kit: Group	Facilities management.