

ScienceBridge Tech Site Standard Operating Procedure

Title: Labeling HCl Tubes		
Original Issue Date: 5/28/10	Revision Date: 6/11/18	Pages: 2
Originally prepared by: Heather Liwanag	Revised by: Brandon Zarate	Approved by: Lisa Yoneda

Scope	For use by biotechnology students at the ScienceBridge tech sites when labeling HCl tubes for the ScienceBridge Enzyme kits.			
Objective	This SOP sets the procedural specifications for labeling HCl tubes.			
Materials		Needed for 1 kit	Package d Quantity	Packaging
	1. Pink 0.6mL microcentrifuge tubes 2. Sandwich bags	6 1	50	1
Equipment	1. Ultrafine sharpie 2. Roll of Lab tape	1 1"		1"
Supplemental Aids				
Safety	Take care to avoid marking your skin with permanent marker.			
Quantity	<i>Prepare 5 sandwich bags each containing 50 labeled tubes unless otherwise told</i>			
Protocol	Note: Finish partially completed bags first. Unfinished bags are in the "tube supplies box" in the Enzyme Supply Cabinet. - Obtain pink 0.6mL microcentrifuge tubes. - Use the ultrafine sharpie to label the tubes HCl on the tops. - Count out labeled tubes into groups of 10. QC: Check one tube out of every group of ten to make sure all writing is legible and correctly labeled "HCl" on the cap. - Put 50 (5 groups of 10 that have passed QC) labeled HCl tubes into one sandwich bag. - Seal the bag with tape that is labeled with your initials, period, and date. - Put completed bags in the box labeled "HCl Ready to be Filled" in the Enzyme cabinet.			
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	All Supplies should be stored in the Enzyme Supply Cabinet. Always start with the oldest dates on supplies and complete partially finished or open bags first.			

	Product Storage • Place completed and sealed bags in the box labeled "HCl Ready to be Filled" • Place leftover, unlabeled tubes back in the "tube supplies box" in the Enzyme Supply Cabinet. • Incomplete bags of labeled tubes should be in their own sandwich bag with a piece of paper stating: - o how many are labeled - o date, period, initials - o Unfinished bag should be placed back in the "tube supplies box" in the Enzyme Supply Cabinet. Material Storage Locations 1. New, unlabeled pink 0.6mL microcentrifuge tubes can be found in the "Tubes Supplies Box" in the Enzyme cabinet.
Quality Control	Fails QC: Check all tubes in any failed group. Fix labels and recount into groups of 10.
When	Whenever there are less than 6 bags in the "HCl Ready to be Filled" box or when assigned.
Tech Site Group/ Kit	Enzyme Kit: Production Line