

This document formatting has been changed and does not follow the correct template for SOP's. The next update needs to use a clean template and retype information and then highlight changes for approval. Draft approval only- may be used for training purposes only.

ScienceBridge Tech Site Standard Operating Procedure

Title: <b>Initial Setup of Order Fulfilment Teacher Tracking Sheets</b>			
Original Issue Date: 9/10/2025		Revision Date:	Pages: 5
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Scope	For use by biotechnology students at Mira Mesa High School when beginning new teacher tracking sheets for teacher orders in Order Fulfilment.			
Objective	This SOP sets the procedural specifications for beginning the proper documentation in teacher tracking sheets in Order Fulfilment.			
Consumable Materials (or ends up in kits)		1 kit	Packaged Quantity (1-5 Kits)	Outer Packaging
	1. Blank teacher tracking sheet	1	1	
Equipment	1. Blue or black pen	1	1	
Supplemental Aids				
Safety				
Quantity	Prepare 1 sheet for every teacher's order and the respective order(s) kit type. EX: If one teacher ordered 5 Protein Purification kits and 3 Enzyme kits in addition, there should be two separate sheets for the two respective kit types.			

Protocol

1. **Recieve information from shared Sciencebridge Kit Info Sheet**
  - The sheet will give you information on the # of kits, kit type, teacher who the kit is assigned to, info for shells, and pickup date
  - Remember that each teacher gets their own tracking sheet
2. **Write the # of Teacher Tracking Sheets there are for each kit type**
  - On the top right corner of the tracking sheets there is an area that says **Teacher Sheet #\_\_ of \_\_**, there you will write which sheet this is out of the total
  - Ex: There are 6 total tracking sheets for enzyme, so for each sheet you would put #1 of 6, #2 of 6, #3 of 6, etc
3. **Document information found on shared kit sheet**
  - Write the pickup date, teacher name, kit type, # of kits and cold solutions (write storage temp as well) needed on the tracking sheet
  - When writing the information on the teacher tracking sheet write the date the sheet was started and the initials of the person writing on the sheet
4. **Write how many shells or cold solutions will be needed and the storage temp**
  - Enzyme Kits cold solutions - Freezer (-20°C)
    - o # of L-DOPA needed = # of kits \* 10
  - Ocean Acidification Kits shells – room temperature
    - o Will write the # of shell groups that are found on the Order Changes section in the Sciencebridge Kit Sheet
  - Bacterial Transformation cold solutions - Freezer (-20°C) for both
    - o # of PM1 and PM2 needed = # of kits \* 1
  - Protein Purification cold solutions – Freezer (-20°C) for lysozyme and Fridge (4°C) for Ni beads
    - o # of Ni beads needed = # of kits \* 10
    - o # of Lysozyme needed = # of kits \* 1
5. **Write the teacher label**
  - Write the date of when a teacher label was started beside *RT Kit Labels Started*
  - Write the date of when a teacher label was completed beside *RT Kit Labels Finished*

**Order Fulfillment Kit Order Tracking Sheet**

Teacher Name: Eiken Haffer      Pick Up Date: October 12, 2024      Teacher Sheet # 3 of 9

Type of Kit ordered: (circle 1) Enzyme      1 Ocean Acidification      2 Transformation      3 Enzyme      4 Protein Purification      5

Number of Kits Ordered (Circle 1): \_\_\_\_\_

Received order from CS: \_\_\_\_\_

Date	Who	Per
10/7/24	GB	1
10/7/24	GB	1

Started Tracking Sheet \_\_\_\_\_

Started Order \_\_\_\_\_

CS & QA shared sheet \_\_\_\_\_

RT Kit Labels Started \_\_\_\_\_

RT Kit Labels Finished \_\_\_\_\_

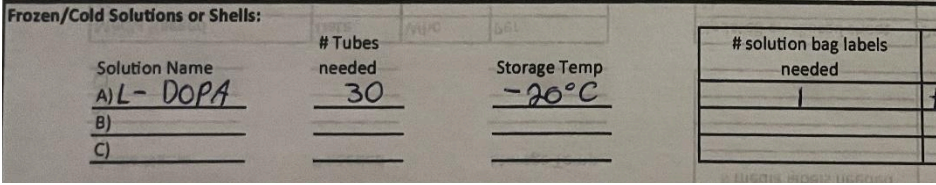
Finished Room Temp Bag: \_\_\_\_\_

Updated on shared sheet: \_\_\_\_\_

Finished Frozen/Cold Solutions: \_\_\_\_\_

Updated on shared sheet: \_\_\_\_\_

Date	Who	Per
10/13/24	IV	2
10/13/24		2

	
Documentation	<p>When filling out, document what you have done on your Order Fulfilment communication log to inform other OF periods what has already been started</p>
Storage	<p><b>All materials should be stored in the enzyme cabinet.</b></p> <p>h</p> <p><b>Product Storage</b></p> <ul style="list-style-type: none"> <li>• The blank teacher tracking sheets at the front of the Order Fulfilment binder</li> <li>• When a tracking sheet is started or finished it will be left in the Order Fulfilment binder in their kit type section</li> </ul> <p><b>Supplies Storage Locations</b></p> <ul style="list-style-type: none"> <li>• If there are no more tracking sheets in the binder, go to the enzyme cabinet and find the folder with teacher tracking sheets, then take one paper clip of tracking sheets and put it in the binder</li> </ul>
Quality Control	<p><b>To QC:</b></p> <ul style="list-style-type: none"> <li>• Double-check that information on the Shared Kit Information matches the information on the sheet (i.e. number of kits, type of kits, sheet number)</li> <li>• Ensure all sheets are in the correct order in the top right corner in the binder</li> <li>• Ensure all sheets are in the correct section in the binder <ul style="list-style-type: none"> <li>o EX: A tracking sheet for an Enzyme order should always be in the Enzyme section</li> </ul> </li> <li>• Should always be # of <u>total number of tracking sheets for type of kit</u> <ul style="list-style-type: none"> <li>o Sometimes additional orders come later, and the total number needs to be changed</li> </ul> </li> </ul> <p><b>Fails QC:</b></p> <ul style="list-style-type: none"> <li>• Communicate in the communication log what is wrong with the tracking sheet(s)</li> </ul>

	<ul style="list-style-type: none"> <li>• Update its information accordingly by crossing what is incorrect by striking a line and writing what is correct</li> </ul>
Teacher Labels and Temperature Labels	<p>Teacher Label Must Include:</p> <ul style="list-style-type: none"> <li>• Name of Teacher</li> <li>• Pickup Date</li> <li>• Number of kits</li> <li>• Which kit of many (EX: Kit 1 of 5)</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>• Cold solutions need their own teacher labels</li> <li>• Instead of how many kits the teacher ordered, label with how many cold solutions bags there are in total (EX: 1 of 2)</li> </ul> <p>Temperature Labels:</p> <ul style="list-style-type: none"> <li>• Use a <i>Temperature Sensitive</i> label for cold solutions</li> <li>• Use a <i>Store at Room Temperature</i> label for room temperature kit bags</li> </ul>
When	Any time we are given information for teacher orders.
Tech Site Kit: <i>Group</i>	Enzyme, Ocean Acidification, Bacterial Transformation, Protein Purification: Order Fulfilment