

ScienceBridge Tech Site Standard Operating Procedure

Title: Cutting pH color charts for Enzyme Kits		
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Scope	For use by biotechnology students at the ScienceBridge tech sites when cutting pH color charts for the ScienceBridge Enzyme kits.			
Objective	This SOP sets the safety and procedural specifications for cutting pH color charts.			
Consumable Materials (or ends up in kits)		Needed for 1 kit	Packaged Quantity (20 kits)	Outer Packaging
	1. Printed pH color chart sheet a. cut pH color charts 2. Paperclips 3. Snack Sized Bag	1/12 3 1	60 20	1
Equipment	1. Scissors 2. Lab Tape	1-4		2 in
Supplemental Aids	1. Print file for pH paper color chart.pdf (.jpg version)			
Safety	Handle scissors with care.			
Quantity	<i>Prepare 2 bags each containing 20 paperclip bundles (3charts/clip) unless otherwise told.</i>			
Protocol	Note: Make no more than 2 bags unless told otherwise. Neatly cut the pH color charts from the printed sheets. (1 sheet = 36 charts): 1 cut chart - Count out cut pH color charts into stacks of 3. Paper clip together each stack of 3 pH color charts. QC: Count out 10 groups of paper clipped pH color charts. In each group of 10, choose 1 paper clipped bundle to recount the number of color charts paper clipped together. - Combine 2 groups of 10 paper clipped bundles (60 charts) into a snack sized bag - Seal the bag with tape, initial it & date. - Put in the box "pH color charts ready for bagging" in the Enzyme cabinet Complete documentation and supply storage steps			

Documentation	• Fill out/update work order notes sheet if unfinished materials left in the in production box or SOP not completed. • All work and any variance from the protocol must be documented • Communication Log: Document your work according to your tech site SOP
Storage	All Supplies should be stored in the Enzyme Cabinet Product Storage • Completed and QC'd bags of cut pH color charts should be put in "pH color charts ready for bagging" box. • Incomplete or non-QC'd bags of pH color charts should be returned to "pH color charts in production" box. Materials Storage Locations • Any cut pH color charts that have not been QC'd may be stored in the "pH color charts in production" box. • New uncut pH color charts may be found in the pH color charts envelope. • Refill needed materials according to your tech site SOP
Quality Control	Fails QC: Check all cut papers in any failed group. Stop cutter(s) if more than 2 in a group fail or more than 1 group has problems.
When	Whenever there are less than 2 bags in the "pH color charts ready for bagging" box
Tech Site Group/ Kit	<i>Enzyme Kits: Product Manufacturing</i>