

ScienceBridge Tech Site Standard Operating Procedure

Title: Packaging transfer pipets		
Original Issue Date: 5/28/10	Revision Date: 11/6/13	Pages: 2
Originally prepared by: Heather Liwanag	Revised by: Lisa Yoneda	Approved by: Lisa Yoneda

Scope	For use by biotechnology students at the ScienceBridge tech sites when packaging transfer pipets for the ScienceBridge Enzyme kits.			
Objective	This SOP sets the procedural specifications for packaging transfer pipets.			
Materials		1 kit	50 kits	100 kits
	1. Disposable transfer pipets 2. Quart-sized bags	40 1	2000 50	4000 100
Equipment	N/A	-	-	-
Protocol	Note: No more than 30 bags should be packaged unless told otherwise. 1. Count into groups of 10 disposable transfer pipets. 2. Package 4 groups of 10 (40 transfer pipets) into each quart-sized bag. 3. QC: Every 10th bag needs to be reopened and recounted. 4. Put in the box "Pipets ready for kits" in the Enzyme cabinet.			
Documentation	Record who worked on it and how many were supposed to be completed as well as how many were actually completed. Explain any differences in the Enzyme Production Line Log.			
Storage	All materials should be stored in the Enzyme cabinet. Always start with the oldest dates on supplies and complete partially finished or open bags first. Product Storage - Completed and QC'd bags of transfer pipets should be put in the box "Pipets ready for kits" in the Enzyme cabinet - Incomplete or non-QC'd bags transfer pipets should be returned to transfer pipet boxes on the "Enzyme Cabinet Supply Shelf". Place a piece of paper in the bag with # pipets, date, for any incomplete bags. Supplies Storage Locations - Extra bags should be returned to the quart-sized bag box on the supply shelf in the Enzyme cabinet. - Transfer Pipets can be found in transfer pipet boxes on the "Enzyme Cabinet Supply Shelf"			
Safety	Take care to avoid dropping pipets on the floor. Take care to prevent the pipets from going near your eyes or those of others.			
Quantity	<i>Prepare 30 bags of 40 transfer pipets unless otherwise told.</i>			

Quality Control	<i>Fails QC:</i> Reopen and recount all 10 bags in the group. Fix any with incorrect numbers of pipets.
Tech Site Group/ Kit	<i>Enzyme Kits, Production Line</i>
When	Make whenever there is less than 20 bags in the “pipets Ready for Kits” box.