

ScienceBridge Tech Site Standard Operating Procedure

Title: Aliquotting PM1		
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Scope	For use by biotechnology students at the ScienceBridge tech sites when aliquotting DNA Plasmid Mix 1 for the ScienceBridge Transformation kits.			
Objective	This SOP sets the safety and procedural specifications for aliquotting PM1 (GFP, BFP, Grape).			
Materials		1 kit	50 kits	100 kits
	1. Green 0.6mL microcentrifuge tubes 2. Pipette tips (1-20 μ L) 3. PM1 solution @ 165ng/ μ L	1 1 15 μ L	50 2 750 μ L	100 4 1.5mL
Equipment	1. Gloves for each person 2. Goggles for each person 3. Micropipette (P20) 4. Tube rack for microtubes	1 1	2 3	4 7
Protocol	1. Obtain green 0.6 mL microcentrifuge tubes pre-labeled PM1 . 2. Place the labeled tubes, open, into a tube rack. 3. Put on gloves and goggles. 4. Set your P20 micropipette to 15 μ L. 5. Put a sterile 1-20 μ L pipette tip on the micropipette. 6. Aliquot 15 μ L of PM1 solution into each microcentrifuge tube. 7. Close the tubes securely.			
Documentation	Labeling PM1 tubes Making PM1 solution Quality control of plasmids			
Quality Assurance	Check that the plasmids have passed quality assurance prior to aliquotting. Look up the barcode for the plasmids in the reagent database to ensure they have passed QC.			
Safety	Always wear gloves and goggles when handling solutions, and use sterile technique when handling DNA.			
Records	<i>What records must be maintained and where should they be recorded?</i>			
Title	<i>What is the title and SOP number of this SOP?</i>			