

ScienceBridge Tech Site Standard Operating Procedure

Title: Labeling CaCl₂ tubes		
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Scope	For use by biotechnology students at the ScienceBridge tech sites when labeling CaCl ₂ tubes for the ScienceBridge Transformation kits.			
Objective	This SOP sets the procedural specifications for labeling CaCl ₂ tubes.			
Materials		1 kit	50 kits	100 kits
	1. Blue 1.5mL microcentrifuge tubes 2. Sandwich bags	10 1	500 2.5	1000 5
Equipment	1. Sharpie (Ultra thin) 2. Lab Tape	1 -	2 4 in	4 10 in
Protocol	Note: No more than 200 tubes (4 bags of 50) should be labeled unless told otherwise. - Obtain blue 1.5mL microcentrifuge tubes. - Use the thin permanent marker to label the tubes CaCl₂ on the tops. - Count out labeled tubes into groups of 10. QC: Check one tube out of every group to make sure all writing is legible and correctly labeled "CaCl₂" on the cap. - Put 50 (5 groups of 10) labeled CaCl₂ tubes into a sandwich bag. - Seal the bag with tape, initial it & date. - Place in the box "CaCl₂ ready to be filled" in the Protein Purification 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 Purification/Transformation Production Line Log.			
Quality Assurance	Make sure your writing is legible. Take care to avoid smearing the writing before it has dried. Remember to cap your permanent marker when not actively using it. Fails QC: Check all tubes in any failed group. Fix labels and recount into groups of 10.			
Safety	Take care to avoid marking your skin with permanent marker.			
Quantity	<i>Prepare 4 bags unless otherwise told.</i>			
Tech Site Group/ Kit	<i>Transformation Kit, Production Line</i>			
When	Whenever there are less than 3 bags in the "CaCl ₂ ready to be filled" box.			