

ScienceBridge Tech Site Standard Operating Procedure

Title: Packaging "wet" bags for Enzyme kits		
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Scope	For use by biotechnology students at the ScienceBridge tech sites when packaging wet bag materials for the ScienceBridge Enzyme kits.			
Objective	This SOP sets the procedural specifications for packaging HCl , INH , and SDS tubes into Wet Bags .			
Materials		Needed for 1 kit	Packaged Quantity	Packaging
	1. Pink 0.6mL microcentrifuge tubes labeled HCl , containing 100µL of HCl	6	120	
	2. Blue 0.6mL microcentrifuge tubes labeled INH , containing 100µL of SB	6	120	
	3. 15mL conical tubes labeled SDS and containing 10mL of 1% SDS solution	1	20	
	4. snack-sized bags	1		20
	5. Gallon Sized bags			1
	6. Lab tape			1"
Equipment	1. Fine Sharpie 2. Gloves/person	1 1		
Supplemental Aids	Production Line Tips SOP Production Line Tips Video QC caps securely closed			
Safety	Take care to ensure that tubes do not open during handling. 1M HCl can cause skin burns 1% SDS can cause skin irritation			
Quantity	<i>Prepare 2 gallon bags each containing 20 wet bags (40 wet bags total) unless otherwise told.</i>			
Protocol	Notes: Unfinished wet bags may be in the "Wet Bags In Production Box". Always finish these before starting new bags. 1. Label 20 snack bags neatly and clearly with "wet bag" with a sharpie. 2. Count groups of 6 HCl tubes. Check that the caps are closed and the solution volumes are consistent. 3. Count groups of 6 INH tubes. Check that the caps are closed and the solution volumes are consistent. 4. Combine 6 HCl tubes, 6 INH tubes, and 1 SDS tube into the labeled snack-sized bag. 5. Count finished bags into groups of 5.			

	6. QC: 1 bag in each group of 5 needs to be reopened, recounted, check that all <u>caps are securely closed</u>, all labeled tubes have solution in them, and that the snack bag clearly and neatly says "wet bag". 7. Gather 4 groups of 5 QC'd wet bags (20 total) and put them into 1 gallon bag. 8. Seal gallon bag with 1" of lab tape that has your initials, date, and period. 9. Put finished gallon bags in the box "Wet Bags ready for kits" in the Enzyme cabinet.
Documentation	Record in your communication log who worked on it and how many were supposed to be completed as well as how many were actually completed. Explain any differences.
Storage	All Supplies should be stored in the Enzyme Cabinet Product Storage - Completed and QC'd wet bags should be put in the box "Wet Bags ready for kits" box. - Incomplete or non-QC'd bags wet bags should be put in the box "Wet Bags in production" box. 1 bag of each of the HCI tubes, INH tubes, and SDS tubes may be kept in the "Wet Bags in production" box. Materials Storage Locations HCI tubes, INH tubes, and SDS tubes are in the "Ready for bagging" boxes in the Enzyme cabinet. - New snack and gallon bags can be found on the supply shelf of the Enzyme cabinet.
Quality Control	Fails QC: Reopen and recount all bags in the group of 5. Fix any with incorrect numbers or types of supplies. - If solution leaked out be sure not to come in contact with the solution; open tubes and wet bags need to be replaced, other tubes need to be rinsed and dried. - If you find a consistent problem, stop the whole group and sort out what is causing the problem, resolve it, and then fix all bags already completed before continuing.
When	Whenever there are less than 1 gallon bag in the "wet bags ready for kits" box.
Tech Site Group/ Kit	Enzyme Kits, Production Line