

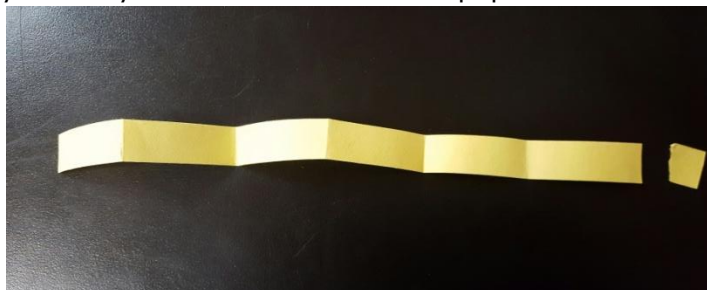
ScienceBridge Tech Site Standard Operating Procedure

Title: Cutting pH paper		
Original Issue Date: 5/28/10	Revision Date: 10/28/21	Pages: 3
Originally prepared by: Heather Liwanag	Revised by: Neida Rodriguez	Approved by: Lisa Yoneda

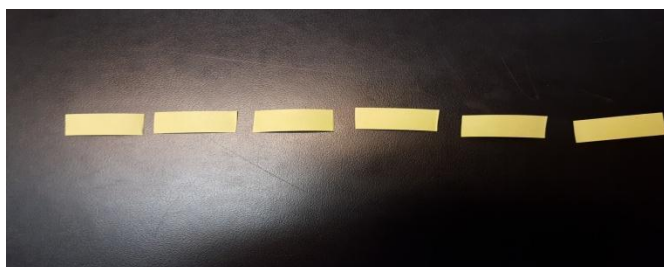
Scope	For use by biotechnology students at the ScienceBridge tech sites when cutting pH paper for the ScienceBridge Enzyme kits.			
Objective	This SOP sets the safety and procedural specifications for cutting pH paper.			
Materials		1 kit	Packaged Quantity	Outer Packaging
	1. pH paper 2. Sandwich Bag 3. Lab Tape	12.5 in	125 in 1 1 in	
Equipment	1. Scissors 2. Ruler 3. Glove (pair)	1/person 1/person 1/person		
Supplemental Aids	Production line tips			
Safety	Handle scissors with care. Wear gloves in order to avoid leaving any oils from hands on pH paper.			
Quantity	<i>Prepare 4 sandwich bags of 100 pH paper strips each (400 pH strips total) unless otherwise told.</i>			
Protocol	Note: No more than 400 papers (4 bags of 100) should be cut unless told otherwise. Unfinished bags may be in the production box and should be completed first. 1. Supplies  2. Be as accurate as you can and measure out 1 1/4 inches long and mark it with a pencil.			



3. Then fold the paper on the line you marked. Then continue folding 1¼" pieces accordion style until you reach the end of the paper.



4. After finishing folding the paper strip, cut on the folded lines.



5. **QC: Count out 10 cut strips and put into a group. Re-measure one strip out of every 10 that were cut to make sure they are between 1 and 1 ½ inches long.**
6. Place **100 (10 groups of 10)** cut strips into a sandwich bag, labeled "Cut pH paper".
7. Seal the bag with tape that is labeled with your initials, period, and date that was finished.
8. Put in the box labeled pH paper "ready for bagging" located in the enzyme cabinet.

Documentation	In the communication log, record who worked on what and how many were supposed to be completed as well as how many were actually completed.
Storage	All Supplies should be stored in the Enzyme Cabinet Product Storage • Completed and checked bags of cut pH paper should be put in "pH paper ready for bagging" box. • Incomplete or non-QC'd bags of pH paper should be returned to "pH paper in production" box. • 1 roll of Uncut pH paper may be stored in "pH paper in production" box Supplies Storage Locations • Uncut pH paper is located in the "Enzyme Materials Supplies" box
Quality Control	<i>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.</i>
When	<i>If less than 5 completed bags are stored in "pH paper Ready for Kits" box</i>
Tech Site Group/ Kit	<i>Enzyme Kits: Production Line</i>