

ScienceBridge Tech Site Standard Operating Procedure

Title: Aliquoting Grinding Buffer (GB)		
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Scope	For use by biotechnology students at the ScienceBridge tech sites when Aliquoting Grinding Buffer for the ScienceBridge Enzyme kits.			
Objective	This SOP sets the safety and procedural specifications for aliquoting grinding buffer solution.			
Materials		1 kit	Package d Quantity	Outer Packaging
	1. Pre-labeled 15mL conical tubes 2. 5mL Serological pipette 3. Grinding Buffer solution	10 1 55 mL	50 275 mL	
Equipment	1. Gloves (pair) 2. Goggles 3. 5mL Pipette 4. Tube rack for conical tubes 5. Lab Tape 6. Reagent Sticker	1/person 1/person 1 1	2 2-4 2 in 1	2 in 1
Supplemental Aids				
Safety	Always wear gloves and goggles when handling solutions.			
Quantity	Make five bags, each containing 50 <b>GB</b> tubes unless otherwise told.			
Protocol	<p>Always finish partially completed bags in the "ready for filling" box first.</p> <ol style="list-style-type: none"> <li>Obtain 15mL conical tubes pre-labeled <b>GB</b>. Do NOT discard the bag, you will need it at the end.</li> <li>Put on gloves and goggles.</li> <li>Uncap tubes and place 10 labeled open tubes in a line on the tube rack.</li> <li>Aliquot 5.5 mL of grinding buffer solution into each tube.</li> <li>Close the tubes securely.</li> <li><b>QC: For every 10 tubes, check that the volume inside each tube is the same and is between 5.0mL to 5.5 mL. Also check that all caps are secure.</b></li> <li>Place 50 filled GB tubes back into the original bag.</li> <li>Use lab tape to seal the bag properly. Label tape with name, date and period on the tape.</li> <li>Place a reagent sticker with the information copied from the bottle onto the sealed bag.</li> </ol>			
Documentation	<b>All work and variations from protocol must be documented</b>			

	Record who worked on it and how much was supposed to be completed as well as how much was completed. Record all data from that day into communication log.
Storage	<p><b>Start with oldest dated supplies and complete partially finished or open bags first.</b></p> <p><b>Product Storage</b></p> <ul style="list-style-type: none"> <li>• Store completed and QC'ed bags into "GB Ready for Bagging" box.</li> </ul> <p><b>Supplies Storage Locations</b></p> <ul style="list-style-type: none"> <li>• Store unfilled GB tubes, incomplete bags and nonQC'd bags into "GB Ready to be filled" box.</li> <li>• GB solutions: Use in this order: All stored in chemicals cabinet               <ul style="list-style-type: none"> <li>o 50 mL conicals with 1X GB solution is on the open solution shelf</li> <li>o Open Stock 1X GB</li> <li>o Closed stock 1X GB</li> </ul> </li> </ul>
Quality Control	<p><b>Fails QC:</b></p> <ul style="list-style-type: none"> <li>• If the volumes are not consistent, pour all 10 tubes back into a clean container and re-aliquot the GB.</li> <li>• Twist all tubes completely closed.</li> </ul> <p>If original bag that the labeled GB tubes came in is unusable due to rips, tears, holes, etc. dispose of bag and use gallon Ziploc to store tubes instead.</p>
Tech Site Group/Kit	Solutions and Aliquots; Enzymes