


ScienceBridge Tech Site Standard Operating Procedure

Title: <b>Replacing Broken Glass Box</b>		
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Scope	For use by biotechnology students at Mira Mesa High School when glass disposal container is full and needs to be replaced.			
Objective	This SOP sets the procedural specifications for replacing the broken glass box			
Materials		1 kit	Package d Quantity	Final Packaging
	<b>Disposal:</b> 1. Full glass disposal box 2. Duct Tape <b>Replacement:</b> 3. New glass disposal box 4. Plastic bag (thick) 5. New glass disposal lid		1 16"  1 1 1	1 16"  1 1 1
Equipment	1. Fine sharpie			
Supplemental Aids	<ul style="list-style-type: none"> <li>• <a href="#">Disposing of and Building a Broken Glass Container Training Video</a></li> </ul>			
Safety	<ul style="list-style-type: none"> <li>• Beware of sharp objects in container. <b>NEVER</b> push down or handle any of the inner contents of the bag inside the box.</li> </ul>			
Quantity	Prepare one broken glass box for the classroom and dispose of full one			
Protocol	<p><b>Note: Both of these jobs must be completed to finish this job. Be sure to build replacement box, before closing the full box.</b></p> <p><b>Building Replacement BROKEN GLASS BOX</b></p> <ol style="list-style-type: none"> <li>1. Get new glass disposal box from the brown box labeled "Glass Disposal Container Large Floor Model" by Flinn Scientific Inc. Located in "224A" room in between the fume hood and fridge for food.</li> <li>2. Open box and shape in front of the side room</li> <li>3. Place plastic bag inside of box and place lid on top</li> <li>4. Finished product shown below:</li> <li>5. <b>QC: Check that the box opening is open and can allow sharp objects to enter and fall into the plastic bag.</b></li> </ol> <p><b>Disposal of full BROKEN GLASS BOX</b></p> <ol style="list-style-type: none"> <li>1. If glass box is filled removed top and close the bag by tying it. Do NOT push down on the broken glass or come in contact with any of the contents of the bag. Secure the bag with a zip tie.</li> </ol>			

	<ol style="list-style-type: none"> <li>Secure the top to the body of the container with duct tape. Be sure to secure all 4 sides of the lid to the container.</li> <li>Obtain a sharpie and write "TRASH" on the top of the lid</li> <li>Leave near the black trash-cans so custodians may dispose of it</li> <li><b>QC: Be sure the box is labeled "trash" and that all 4 sides of the lid are taped to prevent accidental opening.</b></li> </ol>  <p>Note: tape is NOT needed over the top, only enough to secure all 4 sides of the lid to the box.</p>
Documentation	<p><b>All work and any variance from the protocol must be documented</b></p> <ul style="list-style-type: none"> <li>Fill out log stating that the glass disposal box has been replaced with a new one.</li> </ul>
Storage	<p><b>Product Storage</b></p> <ul style="list-style-type: none"> <li>Finished box gets placed where old box was (under dH2O) near front door and fume hood.</li> <li>Full box that is fully taped and secure gets placed in or next to trash cans.</li> </ul> <p><b>Supplies Storage Locations</b></p> <ul style="list-style-type: none"> <li>In room "224A" in between fume hood and food refrigerator.</li> </ul>
Quality Control	<b>Make sure box is assembled correctly. Needs updating</b>
When	Whenever glass disposal box is full.
Tech Site Kit: Group	N/A : Facilities Management