

ScienceBridge Tech Site Standard Operating Procedure

Title: Packaging Transfer Loops (Inoculation Loops)		
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Scope	For use by biotechnology students at the ScienceBridge tech sites when packaging cotton swabs and pipet tips for the ScienceBridge Transformation and Purification kits.			
Objective	This SOP sets the procedural specifications for packaging transfer loops.			
Materials		1 kit	50 kits	100 kits
	1. Transfer loops (Inoculation Loop)	10	500	1000
	2. Lab tape	-	6in	10in
	3. gloves (pair)	1	2	4
	4. Quart bag	1	25	50
	5. Clear tape	1	1	1
Equipment	1. 10% bleach	-	-	-
Safety	Bleach is caustic. Use caution to prevent it from getting on your skin or in your eyes.			
Quantity	2 gallon bags each containing 20 packages of 10 loops (40 packages of loops in total)			
Protocol	Note: No more than 2 gallon bags of 20 quart bags (10 loops/quart bag) should be packaged unless told otherwise. 1. Sterilize the work area and put on gloves as the transfer loops should be kept as sterile as possible. 2. Transfer loops should already be in sterile bags, but may have more than 10 loops in a single bag. 3. Remove extra loops from bags. Be sure to leave 10 in the bag and reseal it with clear tape. 4. Repeat step 3 for 10 bags. 5. QC: Take all 10 finished bags of 10 transfer loops and choose 1 to QC. Recount the number of loops in the selected bag. 6. For all the loose transfer loops, count out into groups of 10. 7. Place 1 group of 10 loops into 1 quart bag. Repeat until all groups are bagged. 8. QC: For every 10 bags, choose 1 to reopen and recount 9. Place 20 QC'd bags into one gallon bag. Seal the bag with tape that is labeled with your initials, period, and date.			
Documentation	All work assigned and completed (use #'s and exact names of protocol). Any variance from the protocol must be documented in your communication log.			

Storage	All Supplies should be stored in the Bacterial Transformation and Protein Purification Cabinet Always start with the oldest dates on supplies and complete partially finished or open bags first. Product Storage • Place incomplete bags or non-QC'd bags in a gallon bag. Insert paper in the bag with # completed, date, and if passed QC or needs QC. Store bag in the Materials Supply Box. • Place finished and QC'd bags in the Transfer Loops Ready for Bagging box. Supplies Storage Locations • Extra Transfer Loops can be found in the Materials Supply Box. • 1 bag of Transfer Loops may be kept in the Transfer Loops in production box
Quality Control	Keep the desk sterile and wear gloves whenever handling the Transfer Loops Fails QC: Reopen and recount all bags in the failed group. Fix any problems.
When	Whenever there are less than 2 bags of Transfer Loops Ready for Bagging box.
Tech Site Group/Kit	Bacterial Transformation: Production Line