

## OF Prebagging Room Temperature Kit Bags Job Description- Draft Page 1 of 2

ScienceBridge Tech Site Job Description

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| Title: <b>OF Prebagging Room Temperature Kit Bags Job Description- Draft</b> |                                                                   |                                     |
| Original Issue Date: 9-12-2024                                               | Revision Date: (today)                                            | Pages:2                             |
| Originally prepared by:<br>Lisa Yoneda                                       | Revised by:<br>(blank if new protocol or<br>Your name if revised) | Approved by:<br>Lisa Yoneda - Draft |

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| Scope                           | For use by biotechnology students at Mira Mesa High School when<br>(finish sentence with the job and for which kit/kits- bold kit names.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Objective                       | This SOP sets the procedural specifications for (complete sentence with<br>the outcome including all bold sections in the protocol).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Required Skills<br>and Training | <ul style="list-style-type: none"> <li>Filling out Communication Logs</li> <li>Making Room Temperature Bags</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| When                            | (How often does this job need to be repeated and/or when should it be<br>done)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Supplemental<br>Aids            | Tracking Sheets: <ul style="list-style-type: none"> <li></li> </ul> SOPs: <ul style="list-style-type: none"> <li></li> </ul> Videos: <ul style="list-style-type: none"> <li></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Safety Training                 | <ul style="list-style-type: none"> <li>(list each safety concern, SDS concerns or hazards, PPE needed..)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Workflow<br>Protocol            | <p><b>Overview:</b> Complete the following for ____ some jobs may require repetition of specific steps and/or not every step may be needed. This will require an initial plan that is signed off by the teacher and a weekly check-in to adjust for changes and problems that arise.</p> <p><b>Part 1: Pre-Bagging (Complete these steps when assigned to making bags that are not specific to a teacher)</b></p> <ul style="list-style-type: none"> <li>Look into the specific kit tub and find out how many bags are needed to keep the amount of pre-bagged to 20</li> <li>Create 1 <b>Batch Order</b> for each group of five that is needed until the number of pre-bags equal 20               <ul style="list-style-type: none"> <li>Each group (period) working should have a different batch order</li> </ul> </li> <li>Once you have your <b>Batch Order</b> created, select 5 unfinished bags to make part of your batch order. If they have numbers, record those numbers on the batch order.               <ul style="list-style-type: none"> <li>If the bags do NOT have numbers, then stop and follow the Assigning Kit number SOP and properly label the bags first.</li> </ul> </li> <li>Once the bags are assigned, go to <a href="#">ScienceBridge</a> Customer Service Page and click on the appropriate SOP you need               <ul style="list-style-type: none"> <li>Follow the SOP on how to fill your kit and initial the checklist whenever a material is placed inside</li> </ul> </li> </ul> |

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|                      | <ul style="list-style-type: none"> <li>• As you fill the bags, update the <b>Batch Order</b>. It should include the kit numbers made, and how many completed</li> <li>• Once each kit is completed give it to QC. Do NOT wait for all bags to be completed at once.</li> <li>• <b>Document bags as they are returned.</b></li> <li>• <b>Once they are all returned for the batch order</b>, you can you sign off all 5 bags and finish that Batch Order.</li> <li>• Place this batch order into the binder once done and look for uncompleted batch orders and finish them.</li> </ul> |
| Documentation        | <ul style="list-style-type: none"> <li>• Start a Batch Production Record when beginning this job</li> <li>• Complete Communication Log for each workflow step worked on in this job description</li> <li>• Tracking Sheet Information</li> <li>• (who do you need to inform &amp; what information, include what document/tracking log to fill out)</li> </ul>                                                                                                                                                                                                                         |
| Document Control     | <p><b>All tracking sheets should be kept in your assigned group binder.</b> When finalized, tracking sheets must be archived in your group binder.</p> <ul style="list-style-type: none"> <li>•</li> </ul>                                                                                                                                                                                                                                                                                                                                                                             |
| Quality Control      | <p><b>Fails QC: (explain what to do if a batch fails QC- how do they fix the problem) List all problems/solutions.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Tech Site Kit: Group | <p>(What kits is this used for- list all) : <i>Order Fulfillment</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |