

ScienceBridge Tech Site Standard Operating Procedure

Title: MS protein purification Kit Order Job Duties - Draft		
Original Issue Date: 8/23/2022	Revision Date:	Pages: (2)
Originally prepared by: Lisa Yoneda	Revised by:	Approved by:

Scope	For use by biotechnology students at Mira Mesa High School when new orders for protein purification come in.
Objective	This SOP sets the procedural specifications for media specialists to prepare media plates and stabs needed to complete protein purification orders.
Job Skills?	• ? RIASEC
When	For every protein purification pickup date.
Supplemental Aids	Tracking Sheets: • Media Tracking Sheet (1 per pickup date) • Making Solutions Tracking Sheet (1 per autoclave run) SOPs: • Preparing LB Agar SOP • Pouring LB/amp Agar Plates SOP • Pouring LB/amp Stabs SOP • QC and Package LB Agar Plates SOP • QC and Package LB/amp Agar Plates SOP Videos: •
Safety Training	• Autoclave Training • Sterile Technique Training • Pouring Plates Training
Workflow Protocol	protein purification Kit Orders: Complete the following for each protein purification pickup date. Depending on the order and stock, some pickup dates 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. - Media Tracking Sheet (Teacher Sign Off prior to starting) - Students to reference SOP online. - SOP needed to explain how to calculate LB/amp Plates and LB/amp stabs- started in Preparing LB Agar SOP - Determine Weekly Pouring Plan - Making Solutions Tracking Sheet/autoclave run (Teacher Sign Off) - Preparing LB Agar SOP - Pour Agar as needed based on your plan - Pouring LB/amp Agar Plates SOP - Pouring LB/amp Stabs SOP - QC and Package LB/amp Agar Plates SOP

Documentation	All work, changes to plan, and any variance from the protocol must be documented • Media Tracking Sheet ○ Initial information/calculations – teacher signature ○ Updates for all media steps • Making Solutions Tracking Sheet ○ Initial information/calculations – teacher signature ○ 1 completed/ autoclave run ○ Updates for all steps
Document Control	All tracking sheets should be kept in your assigned group binder. When finalized, tracking sheets must be archived in your group binder. Media Tracking Sheet • Current orders tab until completed and signed off Making Solutions Tracking Sheet • Keep with bottle until solution is QC'd/poured.
Quality Control	Weekly review of plan to determine if any changes to fulfillment plan is needed
Tech Site Kit: Group	protein purification: <i>Media Specialists</i>