

ScienceBridge Tech Site Standard Operating Procedure

Title: Labeling 50mL conical Shells tubes		
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Scope	For use by biotechnology students at the ScienceBridge tech sites when labeling Shells tubes for the ScienceBridge Ocean Acidification kits.			
Objective	This SOP sets the procedural specifications for labeling Shells tubes. The end product is 50mL conical tubes labeled Shells			
Materials		1 kit	50 kits	100 kits
	1. 50mL conical tubes	1	50	100
Equipment	1. Fine Sharpie	1	2	4
	2. Lab Tape	-	4 in	8 in
Protocol	Note: No more than 50 tubes (2 bags of 25) should be labeled unless told otherwise. - Obtain 50mL conical tubes. - Use the permanent marker to label "Shells" on the white labeling area on the tubes. - Count labeled tubes into groups of 5 QC: Recheck 1 tube in each group to make sure they are all legible and properly labeled "Shells". - Return 5 groups of 5 labeled tubes (25 total) to the original bag. - Seal the bag with tape that has your initials, period, and date. - Place finished bags in the box labeled "Shells Salt, Ready to be Filled".			
Documentation	Record who worked on it and how many were supposed to be completed as well as how many were actually completed. Explain any differences in Enzyme production line daily log.			
Storage	All Supplies should be stored in the Enzyme Cabinet Always start with the oldest dates on supplies and complete partially finished or open bags first. Product Storage - Completed and QC'd bags should be placed in "Shells Salt Tubes, Ready to be Filled" box. - Incomplete or un QC'd bags should be labeled "Shells" and returned to the "Enzyme Tube Supplies" box. Materials Storage - Unlabeled 50 mL tubes can be found in the "Enzyme Tube Supplies" box.			
Safety	Take care to avoid marking your skin with permanent marker.			

Quantity	<i>Prepare 2 bags unless otherwise told.</i>
Quality Control	<i>Fails QC: Recheck all tubes in the group that failed. Fix all tubes so each is legible and labeled "Shells"</i>
Tech Site Group/ Job	<i>Enzyme Kits, Production Line</i>
When	When less than 2 bags are in the "Shells Salt Tubes, Ready to be Filled"