

ScienceBridge Tech Site Standard Operating Procedure

Title: Printing Tech Site Colored Paper Inventory		
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Originally prepared by: Lisa Yoneda	Revised by: Sandy Magbanua, Juniper Lacibal, Thanh Tran	Approved by: Lisa Yoneda

Scope	For use by biotechnology students at Mira Mesa High School when paper inventory is low and needs to be restocked.			
Objective	This SOP sets the procedural specifications for printing colored paper inventory stock.			
Consumable Materials		1 kit	1 clip	1 folder
	1. White printer paper 2. Paper clips	1-5 1	10 1	10-30 1-3
Equipment	1. Folder found in inventory stock for what you are printing	1	1	1
	2. HP Printer	1	1	1
	3. Classroom-Set Laptop	1	1	1
	4. Low inventory tracking sheet	1	1	1
	5. New Inventory tracking sheet	1	1	1
Supplemental Aids	How to Print Paper Inventory Stock Video MMHS ScienceBridge Tech Site Inventory Stock spreadsheet			
Safety	Do not place your hands inside the printer or ink cartridges while the printer is in use.			
Quantity	The number of minimum clips is stated on all the folders, print and restock the folder whenever the amount is less than the minimum (print 10 sheets at a time, 10 sheets count as a clip).			
Protocol	Note: No more than 40 sheets of each should be in stock unless told otherwise. All current print files are on ScienceBridge TechSite Website. Printing is done from your assigned classroom-set laptop found in the front of the classroom, under the printer. Printing any documents that are blank or colored ink on white paper: • Open the MMHS ScienceBridge Tech Site Inventory Stock spreadsheet (use personal Google account) • Hold down the "ctrl" key and press the "F" key • Search for the file you wish to print • Check which kit the paper inventory is used for			

	- o If the kit is not in the item name, look for a number under each kit column - o Most columns will say "N/A" - o The one with a number under its column is the kit the item is used for • Locate the corresponding bin in Inventory Management Room 224B Shelving Unit 1 • Locate the envelope in the bin • Take the envelope with you to your computer • On your Chromebook, go on the ScienceBridge TechSite Website (use personal Google account) • Click on "Inventory Management Print Files" and locate the file you would like to print • Open the file in another tab • Click File, then Print • Make sure the destination is set to "Yoneda Rm224 Color" or "Yoneda Rm224 HP5700" before printing Note: The setting for color might not appear in the print settings, if this occurs: • Use the classroom-set laptop of a different member and check if the color setting appears with the correct printing destination If all laptops do not have the color setting: • Open the file you wish to print in Adobe Acrobat Make sure to change to print settings to color Note: Some documents require changing the advanced settings before printing • On the MMHS ScienceBridge Tech Site Inventory Stock Spreadsheet, check under the "Packaged Quantity" column of the item you wish to print - o Specific File Examples: ▪ Colormetric Charts and Universal Indicator Charts: print on white paper, click on "More settings" and select 2 pages per sheet Print 1 copy of the sheet to make sure the colors and formatting are correct (matches with the sample sheet found on the back on the inventory stock folder, no differences in words, numbers, lines, colors, formatting, etc.) QC: Compare printed sheet to sample sheet (back of the folder) for correct formatting and color, make sure they completely match • <i>Passes QC: The 1 copy sheet is identical with the sample sheet (back of the folder)</i>
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	- o Print the number of copies in multiples of 10 to replenish inventory stock - o Paperclip sheets together into groups of 10. - o Document the amount of printed labels on the New Inventory Tracking Sheet - o Place updated and clipped sheets in correct folder in inventory cabinet. • <i>Fails QC: The 1 copy sheet does not match with the sample sheet (back of the folder)</i> - o Report the issue to Ms. Yoneda immediately
Documentation	All work and any variance from the protocol must be documented • Document on the low inventory tracking sheet • Document on the new inventory tracking sheet • Document in communication log
Storage	All materials should be stored in the inventory management cabinet. Product Storage • Inventoried copies should be placed in the correct stock inventory envelope. Supplies Storage Locations • 224B Shelving Unit 1, Shelf 1C • 224B Shelving Unit 1, Shelf 1D
Quality Control	<i>Passed QC:</i> Make sure the sheets are printed with correct formatting and coloring. Paper clip 10 sheets and place into correct folder. Document the quantity on New Inventory Tracking Sheet. <i>Failed QC:</i> Fix files as needed- handwriting corrections with a sharpie is acceptable to use on a misprinted sheet. Check with Ms. Yoneda before using. Notify Ms. Yoneda if there is any issue formatting or coloring.
When	When there is less than the required minimum number of clips in an Inventory Stock folder that holds colored documents OR When there is a folder in the Inventory Management Restock bin that holds colored documents
Tech Site Kit: Group	All kits: Inventory Management