

AMGEN[®] Biotech Experience

Scientific Discovery for the Classroom

Ireland

Kit Collection & Return: SOP for Education Centre

Collection/Return Schedule

- A schedule of kit collection and return dates will be provided to each Education Centre.
- ABE will update the Education Centre of any changes to this schedule.
- If a teacher contacts the Education Centre regarding change of collection/return dates, kindly request that they arrange this with ABE via abe-ireland@ucd.ie.

Kit Collection

- Upon teacher arrival, kindly provide the teacher with Boxes 1-4.
- It is the teacher's responsibility to check the inventory list prior to signing the kit out.
- If anything is missing from the kit, the teacher may email us directly. Alternatively, in urgent situations where the teacher is still on site, the Education may call our Technical Support Attendant, Ann-Marie Barry, on the teachers behalf at: 087 928 7523 Please do not provide this number to the teacher.
- Please ensure that each teacher signs the kit out, denoting their name, school, date of collection, and a declaration that they have checked the contents of the boxes.

Kit Return

- It is the teacher's responsibility to repack the kit in a clean & organised condition. If there are any concerns about the condition the kit has been returned in, please contact ABE immediately.
- Please ensure that the kit has been signed back in by the teacher.

Kit Restock

- You may wear gloves (these are provided) at your own discretion, however no toxic chemicals are present.
- Open Box 4.
- The yellow Biohazard Waste bag containing used materials will have been stored here (or handed to you directly if it doesn't fit in the box). Please remove the waste bag from the kit and leave aside in the "Return to ABE" box.
- Please place an empty yellow biohazard waste bag into Box 4.
- Identify a hard plastic container labelled "Pipette Tips waste". Empty the container into the larger plastic container in the "Return to ABE" box.
- Please return the now empty container to Box 4.
- Remove the bottles labelled TAE Buffer (this should be partially or fully empty) and TAE Buffer Waste (this should be partially or fully full), and place in the "Return to ABE" Box.
- Replace with a new bottle of TAE Buffer (full) and TAE Buffer Waste (empty). Please place these in Box 4.
- Any unused consumables that are returned and can be stored at room temperature may be placed in the "Return to ABE" box. Any unused consumables labelled to be stored in the fridge or freezer, kindly store them appropriately.
- The kit is now ready for the next loan.

THANK YOU!