

AMGEN[®] Biotech Experience

Scientific Discovery for the Classroom

Ireland

Kit Collection & Return: SOP for Teachers

Collection

- Please **book your kit loan period in advance** with our Technical Support Attendant. This can be done via our email address: abe-ireland@ucd.ie.
- If there is any change in collection/return date (i.e. collecting late or returning early), please contact ABE via email as soon as possible so we may update the Education Centre.
- Before signing the kit out, please **review the lid inventory** and confirm the contents of each box.
- **If anything is missing, please contact ABE immediately.** This may be done by email, or in urgent situations, you may request that the Education Centre call our contact number on your behalf.
- All consumables will be couriered to your school directly marked for your attention. This will be arranged with our Technical Support Attendant in the weeks prior to your scheduled loan period.

Before kit return

- Before returning your kit, please ensure that all materials are **clean & dry**.
- If any equipment has been damaged, is no longer working properly or is running low in supply (pipette tips, gloves etc.) please inform ABE via email *prior* to kit return so that we may make replacements in a timely manner.
- The **pipette tip boxes must be refilled** from the bag of spare tips that can be found in Box 4.
- Please repack the boxes in a **neat** fashion in accordance with the inventory lists on the lid of each box.

- All used pipette tips must go into the **pipette tips waste box** that can be found in Box 4. Used pipette tips cannot go in the yellow biohazard waste bag.
- Used gels can be stored in the designated zip-lock bag labelled "Used Gels". Once all Labs have been completed this zip-lock bag can be placed in the yellow biohazard waste bag.
- All other waste (used gloves, empty eppendorf tubes etc.) may be placed directly in the yellow biohazard waste bag. Please tie the bag securely before return. If it fits, this bag should be stored in Box 4. Alternatively, hand it directly to the Education Centre staff to be disposed of appropriately.
- Please ensure any **unused consumables** (gels, eppendorfs etc.) are **not stored in the kit**. These may be handed back separately, to be stored appropriately. Any unused consumables that are labelled to be stored in the fridge/freezer, please return them in the ice box so that they may be reused in future instances.

Kit return

- Please **sign the kit back in**, confirming that the above steps have been taken.
- Please **return the kit in a condition that you would like to receive it**. The Education Centre is not responsible for repacking the boxes between loans.