

City College of San Francisco	Batch record for Arabinose stock		Document number: BTE02 version 1
	Confidential and Proprietary	Creation of Arabinose stock for fermentation	Effective date: 09/19/10 Page no.: 1 of 2

Batch record approved for use by:

_____ Date: _____
Production

_____ Date: _____
Quality Assurance

Bill of Materials

Material	CCSF Code	Lot #	Amount Received	Amount Used	Amount Discarded/ Spilled	Amount Returned	% Accounted For^a
Arabinose powder	A73			1.8 g			
0.45 micron Sterile filter with 100 mL attachment	SF45100			1			

^a % accounted for is defined as (amount used + amount discarded)/amount received. Acceptable accountability equals 98 – 102%.

Materials received by: _____ Date: _____
Production Operator

Completed batch record reviewed by: _____ Date: _____
Production Supervisor

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Today's date: _____

Lot no: _____

1. Purpose

1.1 To make an Arabinose stock for induction

2. Scope

2.1 Arabinose solution used in fermentation run.

3. Responsibility

3.1 It is the responsibility of the course instructor/lab assistant to ensure that this batch record is performed as described and to update the procedure when necessary.

3.2 It is the responsibility of the students/technicians to follow the batch record as described and to inform the instructor about any deviations or problems that may occur while performing the procedure.

4. Tools

4.1 Ice bucket filled with ice	4.2 40 ml beaker
4.3 Stir bar	4.4 spatula
4.5 Sharpie	4.6 Scale
4.7 Weigh boat	4.8 Stir plate

5 Process

	Lot no.	Operator	Verifier
5.1 Obtain arabinose powder and put on ice	N/A		N/A
5.2 Weigh out 1.8g of arabinose powder			
5.3 Measure 20ml of ddH ₂ O	N/A		
5.4 Add ampicillin and ddH ₂ O to 40 ml beaker	N/A		
5.5 Add stir bar and stir on stir plate until dissolved	N/A		N/A
5.6 Filter sterilize			
5.7 Immediately cap sterile bottle	N/A		
5.8 Label tube as Arabinose 100X stock , date, and lot number	N/A		N/A
5.9 Store at -20°C			N/A

Observations: _____
