

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**

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

<sup>a</sup> % 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 <sub>2</sub> O	N/A		
5.4 Add arabinose and ddH <sub>2</sub> 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: \_\_\_\_\_

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