**PURPOSE:**

The purpose of this procedure is to detail the steps to follow for plate map making of Kingfisher and Oktopure extraction plates.

**SCOPE:**

**APPLICABLE REGULATIONS AND GUIDELINES:**

**REFERENCES:**

**RESPONSIBILITY:**

All GENETWORx employees are responsible for adhering to all corporate procedures described. All personnel must receive training on all pertinent GENETWORx policies and procedures, and must adhere to all conditions as documented.

**PROCEDURE:**

1. Pull the barcode sheet from either the Hamilton or Kingfisher rack.
2. Write the next run number up on the board. If VIP denote with a letter “V”
3. Label the tray of samples with run #, Julian day, and today's date.
4. Label the same on the header of the barcode sheet (Julian date, today's date, and denote extraction instrument)
5. Go to portal, no gloves
6. Go to Okto or KF folder. Template, header change the xxx. Save as and do the same.
7. Scan 93 barcodes. Change A4 format (Check ORM and RPP)
8. Write HSC NTC and PTC format it.
9. Save as with same numbers! Close file!
10. Go to plate map and Print 2 of Okto map 1 for KF. Bring and check printout against file on computer.
11. Write INITIALS on barcode sheet.
12. Scans go in box if already scanned, or go back for scanning. (New process: keep barcode sheets with plate maps?)
13. Grab printout and put on tray. Check the sticky note to find the right rack.
14. Move tray to ready position
15. On board check the prep

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| **Revision History** | | | |
| **Revision Number** | **Reason for Revision** | **Author** | **Effective Date** |
| 0 | Original SOP |  | Upon Laboratory Director Signature |
| 1 |  |  |  |

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| **Review & Approval History** | | |
| **Printed Name** | **Signature** | **Date** |
| Sarah Jacobs-Helber, PhD HCLD(ABB), Laboratory Director |  |  |

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| **Review** | | |
| **Printed Name** | **Signature** | **Date** |
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