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## Management of Laboratory Supplies for Preanalytical Collection and Processing

**Purpose** This procedure provides instructions for inspection of supplies used in preanalytical collection and processing.

**Scope** This procedure is intended for laboratory staff in the preanalytical areas for the Laboratory Care Delivery System in Kaiser Permanente Southern California.

- Policy**
- Laboratory supplies (e.g. vacutainer tubes, culture swabs, test solutions) are inaccessible to unauthorized persons.
  - Laboratory supplies used in the preanalytical area are used within their expiration date (when applicable) and are stored per manufacturer's instructions.
  - All sites with preanalytical collection and/or processing activities must have periodic documentation that laboratory supplies have been verified to be in acceptable condition and are not expired.
    - Supplies which do not have an expiration date are examined for damage.

**Safety** *Refer to the safety manual for general safety requirements.*

- Before you begin**
- Supplies in use in the preanalytical area should be assessed to evaluate if they have expired (if applicable) and/or that the supplies are not damaged.
  - Regulatory agencies such as the California Department of Health Services may conduct facility site reviews and require that the facility has a procedure to check expiration dates and method to dispose of expired laboratory test supplies.

**Procedure** Follow the steps below to inspect supplies in the preanalytical processing area.

Step	Action
1	Monthly inspect supplies in the preanalytical processing area.
3	Supplies used in the preanalytical area (e.g. plating media, glucola, preservatives, e-swabs, vacutainers) are examined for expiration dates (if applicable) and signs of damage. <ul style="list-style-type: none"> <li>• Some supplies may not have an expiration date (e.g. tourniquets, vacutainer holders) but should be assessed for damage (unusable).</li> </ul>

Kaiser Permanente  
 Medical Care Program  
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SCPMG Laboratory Systems  
 PreAnalytic Processing  
 Procedure

4	Using the "Monthly Inspection of Supplies for PreAnalytical Processing Use" form or other local form document inspection and findings if supplies are found: <ul style="list-style-type: none"> <li>• Expired and disposal details</li> <li>• Found damaged and disposal details</li> <li>• Other findings and corrective action taken</li> </ul>
5	Disposal of supplies should follow manufacturer's instructions for use (e.g. sharps container, biohazard container)
6	It is acceptable to rotate stock with impending (short) expiration dates to other locations to avoid wastage. <ul style="list-style-type: none"> <li>• Follow local protocol.</li> </ul>
7	Complete "Monthly Inspection of Supplies for PreAnalytical Processing Use" form or other local document for each location assessed.

**Controlled Documents**

The following controlled documents support this policy.

Storage and Handling of Reagents and Other Material Related to Laboratory Testing
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**Non-Controlled Documents**

The following non-controlled documents support this policy.

College of American Pathologists Laboratory General Checklist (CAP GEN.40460)
California Department of Health Care Services, Managed Care Quality and Monitoring Division, Facility Site Review Standards dated July 1, 2022

**Authors**

- Preanalytic Processing Working Group

### Signature Manifest

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#### Preanalytic Regional Documents

##### Operations Director Approval

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##### Quick Approval

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