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| Chemistry Stocking Procedure |
| **Purpose** | This procedure provides instructions for stocking supplies in the Chemistry department. |
| **Policy Statements** | This procedure applies to all staff removing products from the receiving area and placing them in the chemistry areas. |
| **Materials** | **Supplies**Handheld date labeler with stickers |
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| **Receiving Area Procedure** | **Step** | Action | **Related Document** |
| 1 | Affix dated sticker to product as near as possible to Lot/product information. Don’t cover the lot/product information or place in an area that will be removed. |  |
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| 2 | Bring product to sequestered area of the chemistry department based on product temperature. |  |
| *Minneapolis fridge, room temp (wire rack), and freezer sequestered areas.* |
|  | *St. Paul fridge, room temp, and freezer sequestered areas.* |  |
| 3 | Notify department staff of urgent items including:Obviously damaged itemsProficiency Testing Materials |  |
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| **Procedure****Chemistry Area** | **Step** | **Action** | **Related Document** |
| 1 | Based on the type of product, follow procedure steps below to remove from the sequestered area and stock in the chemistry department for use. |  |
|  | 2 | **IF** product is | **THEN** |  |
| Reagent | Follow Procedure [CH 2.99 Confirmation of Acceptability](file:///C%3A/Users/CE165114/AppData/Local/Temp/1/MicrosoftEdgeDownloads/2f670f55-8b20-4921-bd8f-2d3bd65c3ad5/CH%203.02%20Chemistry%20Stocking%20Procedure.docx). For information on which reagents require confirmation of acceptability, see [CH 2.99.f3 Reagent CoA Guide Chart](file:///C%3A/Users/CE165114/AppData/Local/Temp/1/MicrosoftEdgeDownloads/2f670f55-8b20-4921-bd8f-2d3bd65c3ad5/CH%203.02%20Chemistry%20Stocking%20Procedure.docx). Once CoA is complete, stock new products on the shelf with in-use products, making sure to place the newest materials behind any existing stock. | [CH 2.99 Confirmation of Acceptability](file:///C%3A/Users/CE165114/AppData/Local/Temp/1/MicrosoftEdgeDownloads/2f670f55-8b20-4921-bd8f-2d3bd65c3ad5/CH%203.02%20Chemistry%20Stocking%20Procedure.docx)[CH 2.99.f1 CoA Form](file:///C%3A/Users/CE165114/AppData/Local/Temp/1/MicrosoftEdgeDownloads/2f670f55-8b20-4921-bd8f-2d3bd65c3ad5/CH%203.02%20Chemistry%20Stocking%20Procedure.docx)[CH 2.99.f2 CoA Downtime Form](file:///C%3A/Users/CE165114/AppData/Local/Temp/1/MicrosoftEdgeDownloads/2f670f55-8b20-4921-bd8f-2d3bd65c3ad5/CH%203.02%20Chemistry%20Stocking%20Procedure.docx)[CH 2.99.f3 Reagent CoA Guide Chart](file:///C%3A/Users/CE165114/AppData/Local/Temp/1/MicrosoftEdgeDownloads/2f670f55-8b20-4921-bd8f-2d3bd65c3ad5/CH%203.02%20Chemistry%20Stocking%20Procedure.docx) |
| Quality Control Material | Notify department technical specialist or lead. Include material name, lot number, expiration, quantity, expected means, standard deviations, or ranges. Stock new products on the shelf with in-use products, making sure to place the newest materials behind any existing stock. |  |
|  | Calibrator, bulk solution, part, or any other product | Stock new products on the shelf with in-use products, making sure to place the newest materials behind any existing stock. |  |
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| **Historical Record** | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
|  | Matt Johnson | 2/1/2023 | Initial Version |
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