



# STANTON TERRITORIAL HEALTH AUTHORITY

## Yellowknife, Northwest Territories

<b>TITLE:</b> Ordering DynaLife Supplies	<b>Revision Date:</b> 15-July-2016	<b>Issue Date:</b> 15-July-2014
<b>Document Number:</b> SCM90200	<b>Status:</b> <b>Approved</b>	
<b>Distribution:</b> Specimen Control Manual	<b>Page:</b> 1 of 4	
<b>Approved by:</b> C. Case, Manager of Diagnostic Services	<b>Signed by:</b> <i>Cheryl Case</i>	

### PURPOSE:

The purpose of this procedure is to allow the user to order supplies from DynaLife.

### SUPPLIES:

- DynaLife Dx Supplies Requisition Form
- General Laboratory Order Log
- Fax Machine

### PROCEDURE INSTRUCTIONS:

Step	Action
<b>Ordering DynaLife Supplies</b>	
1	The DynaLife order should be placed every 2 weeks. In the event that we run out of something in between orders, an emergency order may be placed.
2	<p>Check the inventory of DynaLife supplied items (highlighted in the following table). Pay close attention to expiry dates on items to ensure that nothing will outdate before they can be replaced on the next order. The quantities on this chart are minimum numbers. Once we are at this number or less, it means that you will need to order more of this specific item.</p> <p>The items highlighted in yellow are items routinely ordered by our facility. The items highlighted in orange tend to be ordered less frequently. The items on the order sheet that have not been highlighted are not items that we order from DynaLife. Some of these items are available from Materials Management.</p>

**NOTE: This is a CONTROLLED document for internal use only. Any documents appearing in paper form are not controlled and should be checked against electronic version prior to use.**

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**PRINT DATE:** 15 July 2014

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<b>Distribution:</b> Specimen Control Manual	<b>Page:</b> 2 of 4	

TRANSPORT				MICROBIOLOGY			
	UNIT	STK #	QTY ORD		UNIT	STK #	QTY ORD
Tubes & Screw Caps	(pk/100)	1467	2	Whooping Cough) Kit (Regan-Lowe media)	(EA)	1317	
Biohazard Bag, Small	(PK/100)	1497		M4M6 Media - Vrai, Mycopl., Ureaplt. Culture	(EA)	1120	
Biohazard Bag, Large	(PK/100)	1498		KIT, Aptima Combo- 2 Swab	(bx/50)	0047	2
Biohazard Bag, STAT	(PK/50)	1642	1	Kit, Aptima Combo- Urine GC/Chlamydia	(bx/50)	0040	2
Absorbent Sweat Dr. Mop	(EA)	1395	4	Container, Sterile 60 mL (for C/S)	(EA)	0361	
Bubble Pack (5 slot)	(EA)	1660		O&P Containers SAF	(EA)	1026	
Infectious Transport Kit	(EA)	1517		Pinworm Collector	(EA)	0457	
REQUISITIONS				ANAEROBIC SWAB - BBL PARTS-CUL			
	UNIT	STK #	QTY ORD		UNIT	STK #	QTY ORD
DL 3 Part	(PK/100)	1522		Fungal Kit	(EA)	0907	
DL Single Gen Lab	(PK/100)	1623		Enteric Plus Media	(EA)	1710	
DL Single Cyto/Hist	(PK/100)	1624		OTHER COLLECTION			
DL Single Micro	(PK/100)	1525		Container, 24 h Urine	(EA)	0322	12
Req. Red Cross	(EA)	1211		Container, 24 h Urine (amber - trace elements)	(EA)	1340	4
Req. PSA W/W Cross	(EA)	1518		Container, 72 h Stool Fat	(EA)	1129	2
Form, Supplies Order	(EA)	1712		CYTOLOGY			
Form, Phone Results	(PD/100)	1329		Cytospray (non-aerosol)	(EA)	0962	
Form, O&P Instruction	(PD/200)	1460		Slides, Frosted End (pap)	(BX/72)	1470	
Form, Pinworm Instruction	(EA)	1818		Slide Containers	(BG/100)	0462	
Form, Smear to Path	(EA)	REG		LIQUID CYTOLOGY			
Paper, Patient Report 1 Part	(CS/2009)	1278		Liquid Cytology-Brooms	(PK/25)	0133	
COLLECTION				LIQUID CYTOLOGY-BRUSHES AND SPATULES			
	UNIT	STK #	QTY ORD		UNIT	STK #	QTY ORD
Vacutainer, SST 4 mL	(EA)	1240	12	Liquid Cytology-Brushes and Spatulas	(PK/25)	0134	
Vacutainer, SST 6 mL	(EA)	0590	12	HISTOLOGY			
Vacutainer, 4 mL Sodium Heparin	(EA)	1906	12	Histology cont. (80 mL) - pre-filled with formalin	case	1115	2
Red Cross, Lav. 7 mL	(EA)	1212		Histology Container (250 mL)	(EA)	1479	
Vacutainer, Royal Blue, EDTA	(EA)	508		Histology Container (500 mL)	(EA)	1480	
Vacutainer, Royal Blue, no acid	(EA)	510		Histology Container (1 L)	(EA)	1481	
Vacutainer, ACD-A, 8.5 ml	(EA)	1514		Histology Container (2 L)	(EA)	1482	
Vacutainer, EDTA 4 mL	(EA)	0587		Histology Container (8 L)	(EA)	1483	
Vacutainer, Sodium Citrate 4.5 mL	(EA)	0492		OTHER SUPPLIES (a charge may apply)			
Vacutainer, Green 4 mL	(EA)	1905		Urea Breath Kit	(EA)	1780	
Sedliainer (ESR), Black	(EA)	1455					
Bactec - Anaerobic Blood culture	(EA)	1371					
Bactec - Aerobic Blood culture	(EA)	1372					
Bactec - Pectis Blood culture	(EA)	1385					
PPT tubes (from PL)	(EA)		12				
PAX gene - Blood RNA	(EA)		6				

**3** Once you have determined which items need to be ordered, check the quantity to be ordered on the following form. These are the quantities of items we typically order at one time from DynaLife.

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<b>Distribution:</b> Specimen Control Manual	<b>Page:</b> 3 of 4	

TRANSPORT				MICROBIOLOGY			
	UNIT	STK#	QTY ORD		UNIT	STK#	QTY ORD
Tubes & Screw Caps	(pk/100)	1487	6	Whooping Cough) Kit (Regan-Lowe media)	(EA)	1317	
Biohazard Bag, Small	(PK/100)	1487		M4M6 Media - Viral, Mycopl., Ureaplt. Culture	(EA)	1120	
Biohazard Bag, Large	(PK/100)	1498		KIT, Aptima Combo- 2 Swab	(bx/50)	0047	4
Biohazard Bag, STAT	(PK/50)	1642	4	KIT, Aptima Combo- Urine GC/Chlamydia	(bx/50)	0040	4
Absorbent Street Dir. Map	(EA)	1395	20	Container, Sterile 60 mL (for C/S)	(EA)	0361	
Bubble Pack (5 slot)	(EA)	1660		O&P Containers SAF	(EA)	1026	
Infectious Transport Kit	(EA)	1517		Pinworm Collector	(EA)	0457	
REQUISITIONS				OTHER COLLECTION			
	UNIT	STK#	QTY ORD		UNIT	STK#	QTY ORD
DL 3 Part	(PK/100)	1522		Anaerobic Swab - BBL Porta-Cui	(EA)	0907	
DL Single Gen Lab	(PK/100)	1623		Fungal Kit	(EA)	1128	
DL Single Cyto/Hist	(PK/100)	1624		Enteric Plus Media	(EA)	1710	
DL Single Micro	(PK/100)	1625					
Req. Red Cross	(EA)	1211		Container, 24 h Urine	(EA)	0922	24
Req. PSA W/W Cross	(EA)	1518		Container, 24 h Urine (amber - trace elements)	(EA)	1340	6
Form, Supplies Order	(EA)	1712		Container, 72 h Stool Fat	(EA)	1129	2
Form, Phone Results	(PD/100)	1329		CYTOLOGY			
Form, O&P Instruction	(PD/200)	1460			UNIT	STK#	QTY ORD
Form, Pinworm Instruction	(EA)	1818		Cytospray (non-aerosol)	(EA)	0952	
Form, Smear to Path	(EA)	REG		Slides, Frosted End (pap)	(BX/72)	1470	
Paper, Patient Report 1 Part	(CS/ 2000)	1278		Slide Containers	(BG/100)	0462	
COLLECTION				LIQUID CYTOLOGY			
	UNIT	STK#	QTY ORD		UNIT	STK#	QTY ORD
Vacutainer, SST 4 mL	(EA)	1240	12	Liquid Cytology-Brooms	(PK/25)	0133	
Vacutainer, SST 6 mL	(EA)	0580	12	Liquid Cytology-Brushes and Spatulas	(PK/25)	0134	
Vacutainer, 4 mL Sodium Heparin	(EA)	1906	12				
				HISTOLOGY			
Red Cross, Lav. 7 mL	(EA)	1212			UNIT	STK#	QTY ORD
Vacutainer, Royal Blue, EDTA	(EA)	508		Histology cont. (50 mL) - pre-filled with formalin	case	1118	2
Vacutainer, Royal Blue, no add	(EA)	510		Histology Container (250 mL)	(EA)	1479	
Vacutainer, ACD-A, 8.5 ml	(EA)	1514		Histology Container (500 mL)	(EA)	1480	
Vacutainer, EDTA 4 mL	(EA)	0587		Histology Container (1 L)	(EA)	1481	
Vacutainer, Sodium Citrate 4.5 mL	(EA)	0492		Histology Container (2 L)	(EA)	1482	
Vacutainer, Green 4 mL	(EA)	1906		Histology Container (5 L)	(EA)	1483	
Sedistainer (ESR), Black	(EA)	1455					
Bactec - Anaerobic Blood culture	(EA)	1371		OTHER SUPPLIES (a charge may apply)			
Bactec - Aerobic Blood culture	(EA)	1372			UNIT	STK#	QTY ORD
Bactec - Peds Blood culture	(EA)	1385		Urea Breath Kit	(EA)	1760	
PPT tubes (from PL)	(EA)		12				
PAXgene - Blood RNA	(EA)		6				

- 4 Once you have determined which items need to be ordered and how much of each to order, fill out the DynaLife Supplies Requisition (SCM90210). Ensure that a Stanton sticker is placed in the site field, our phone number is placed in the phone field and the date is placed in the date field. Also put your name in the Contact person field.
- 5 Fax this order to DynaLife Stores (Speed Dial #28).
- 6 Log that you placed the order on the General Lab Order Log (SCM90000).
- 7 Remember to log that the order has arrived when the supplies get here.

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<b>Distribution: Specimen Control Manual</b>	<b>Page: 4 of 4</b>	

**RELATED DOCUMENTS:**

- SCM20000 General Laboratory Order Log
- SCM20210 DynaLife Supplies Requisition

**REVISION HISTORY:**

REVISION	DATE	Description of Change	REQUESTED BY
1.0	30Jun13	Initial Release	B. Hussey
1.1	15Jul14	Removed M4/M5 Media	C. Russell