



# STANTON TERRITORIAL HEALTH AUTHORITY

## Yellowknife, Northwest Territories

<b>TITLE:</b> Ordering YPCC Laboratory Supplies	<b>Revision Date:</b> 17-July-2016	<b>Issue Date:</b> 17-July-2014
<b>Document Number:</b> SCM90600	<b>Status:</b> <b>Approved</b>	
<b>Distribution:</b> Specimen Control Manual	<b>Page:</b> 1 of 2	
<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 place and fill orders originating from the YPCC Laboratory Collection Centre.

### SUPPLIES:

- General Laboratory Order Log
- YPCC Laboratory Order Form

### PROCEDURE INSTRUCTIONS:

Step	Action
<b>Ordering/Shipping Supplies for YPCC Laboratory</b>	
1	This order should be placed weekly preferably on Friday to ensure that enough supplies will be available to operate for the next week.
2	Print off YPCC Laboratory Order Form (SCM90610).
3	Check your inventory and order appropriate quantities of any needed supplies.
4	Send the order up to Stanton Laboratory in the Sample Cooler.
5	When the form arrives at Stanton, the staff will log its arrival on the General Laboratory Order Log (SCM90000).
6	Lab staff will package up the order in the returning coolers Friday afternoon or early Monday morning prior to placing the Stores order so that appropriate restocking can occur.  For large orders, separate boxes may be needed.
7	The staff will indicate in the Sent column how many of each item were shipped to YPCC Laboratory. If items are backordered Indicate in this column. Copy any

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	<p>applicable pages and return to YPCC Laboratory with the order.</p> <p>If the entire order was filled, no copying is required and the original may be sent back to YPCC.</p>
<b>8</b>	Enter the completion of the order on the General Laboratory Order Log (SCM90000).

**RELATED DOCUMENTS:**

- SCM90000 General Supplies Order Log
- SCM90610 YPCC Laboratory Order Form

**REVISION HISTORY:**

REVISION	DATE	Description of Change	REQUESTED BY
1.0	30Jun13	Initial Release	B. Hussey
1.1	17Jul14	Reviewed – No Changes	C. Russell