



STANTON TERRITORIAL HEALTH AUTHORITY

Yellowknife, Northwest Territories

TITLE: Ordering Signature Genomics Test Kits	Revision Date: 17-July-2016	Issue Date: 17-July-2014
Document Number: SCM90700	Status: Approved	
Distribution: Specimen Control Manual	Page: 1 of 2	
Approved by: C. Case, Manager of Diagnostic Services	Signed by: <i>Cheryl Case</i>	

PURPOSE:

The purpose of this procedure is to allow the user to re-order Signature Genomics Test Kits.

SUPPLIES:

- Specimen Collection Kit and Supplies Order Form
- General Laboratory Order Log
- Fed Ex International Air Waybills
- Commercial Invoice

PROCEDURE INSTRUCTIONS:

Step	Action
Ordering Signature Genomics Test Kits	
1	Once a month check the inventory and expiry date of the Signature Genomics Test Kits located in the Stock Room on the top shelf.
2	Once you are down to your last 4 collection kits, or if the kit will be expiring in the next 6 weeks, order more test kits from Signature Genomics.
3	Print off the Specimen Collection Kit and Supplies Order Form (SCM90710). The applicable information has already been added to the form.
4	Fax the form to (509) 474-6839.
5	Record that the order has been placed on the General Laboratory Order Log (SCM90000).
6	When the order arrives, record this information on the General Laboratory Order Log (SCM90000).

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.

FILENAME: SCM90700OrderingSignatureGenomicsTestKitsPRO.doc

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7	Add a FedEx International Air Waybill to each Collection Kit. Add a copy of SCM50910 Commercial Invoice Form to each Collection Kit.
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RELATED DOCUMENTS:

- SCM90710 Specimen Collection Kit and Supplies Order Form
- SCM90000 General Laboratory Order Log
- SCM50910 Commercial Invoice

REFERENCES:

- Genomics, S. (n.d.). *http://www.signaturegenomics.com*. Retrieved June 11, 2013, from signaturegenomics: *http://www.signaturegenomics.com/orderkit.html*

REVISION HISTORY:

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