PROGRAM Standard Operating Procedure – Laboratory Services	
Title: MIC61010 – Entering New Media and Reagents into TQC	Policy Number:
Program Name: Laboratory Services	
Applicable Domain: Lab, DI and Pharmacy Services	
Additional Domain(s):	
Effective Date:	Next Review Date
Issuing Authority: Director, Health Services	Date Approved:
Accreditation Canada Applicable Standard: N/A	

GUIDING PRINCIPLE:
All media and reagents received in the microbiology laboratory need to be entered into the laboratory program SoftTotal QC (TQC) in order to maintain accurate records and be able to track the dates lot numbers and shipments go into use.

PURPOSE/RATIONALE:
This standard operating procedure provides instructions on how to enter media and reagents into SoftTotal QC (TQC).

SCOPE/APPLICABILITY:
This procedure applies to Medical Laboratory Technologists (MLTs) entering media and reagents into TQC.

REAGENTS and/or MEDIA:
- All culture media and reagents

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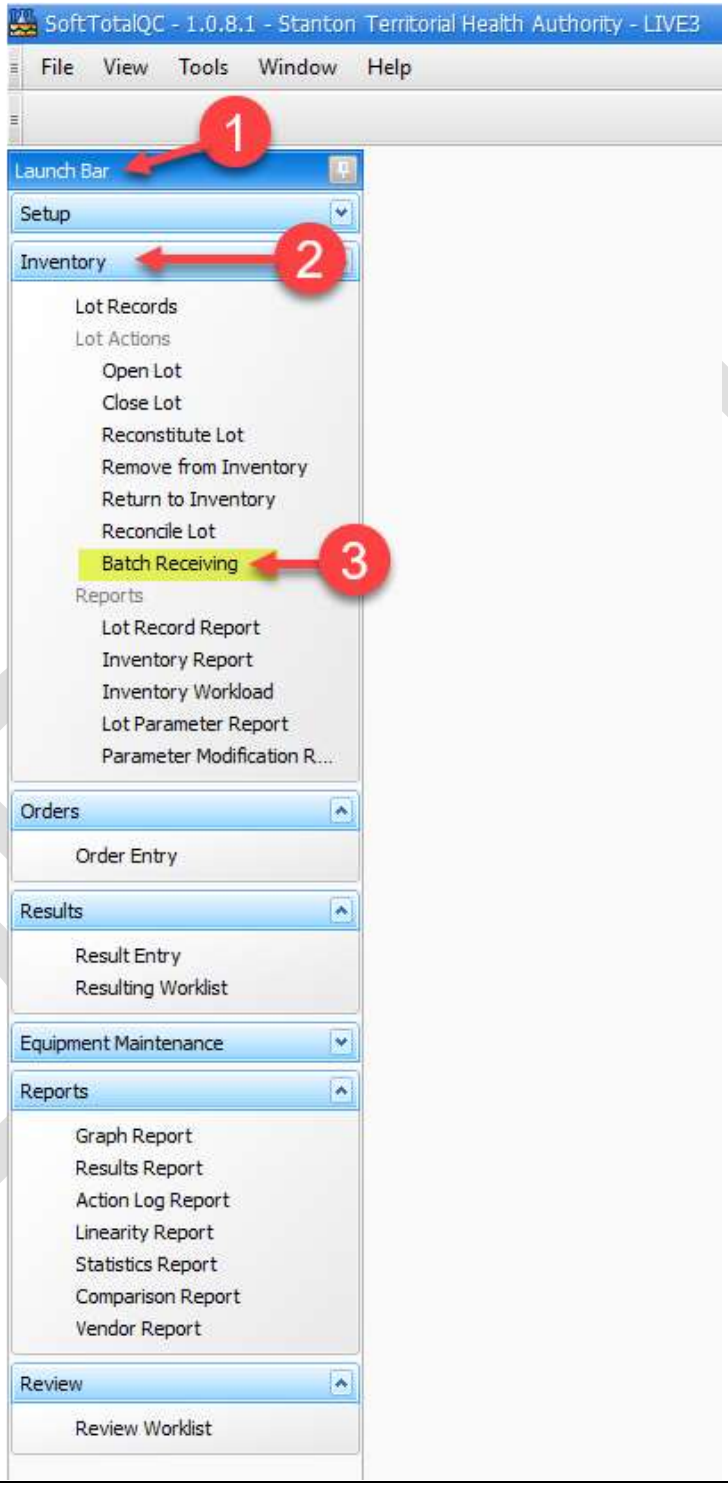
PROCEDURE INSTRUCTIONS:

Step	Action
Entering media and reagents into TQC	
1	From the **"Launch Bar,"** open the **"Inventory"** tab and select **"Batch Receiving":** 

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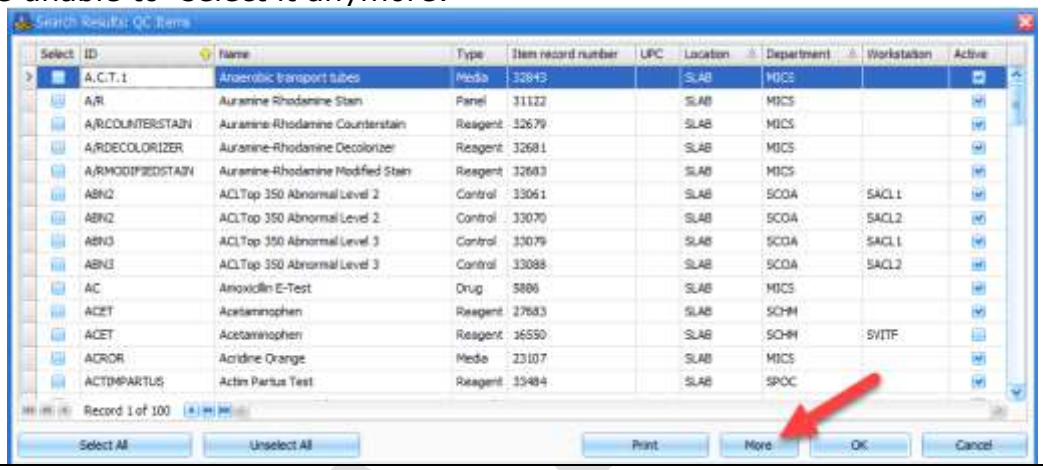
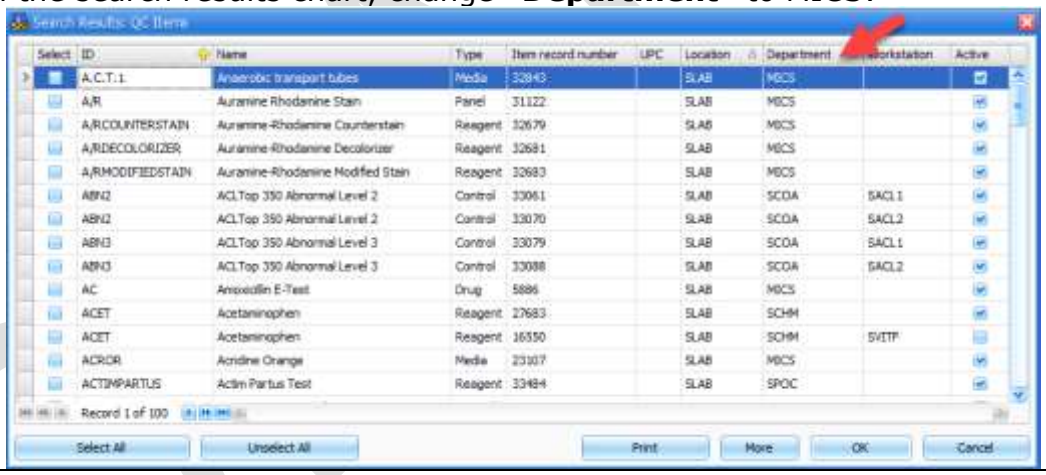
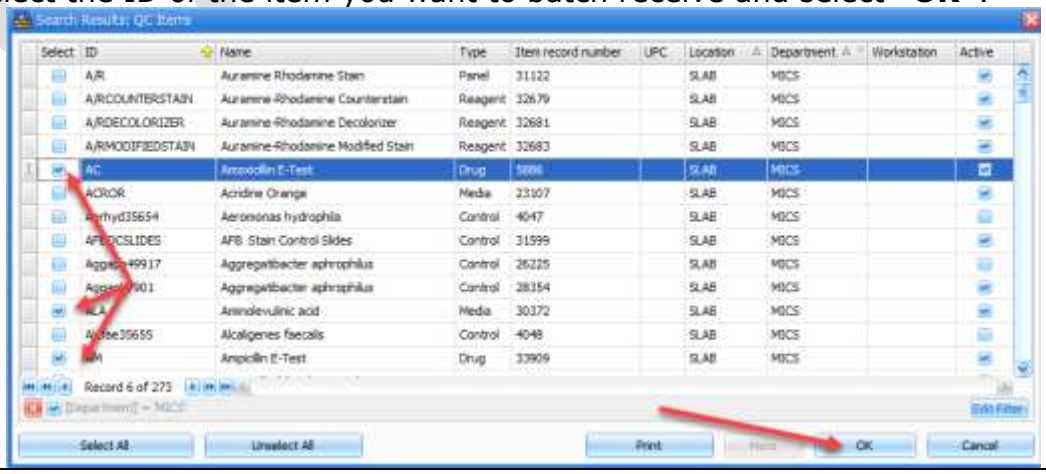
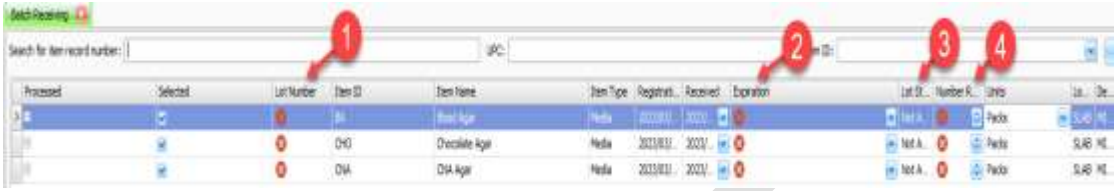
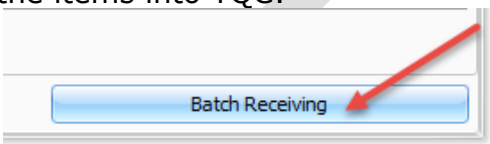
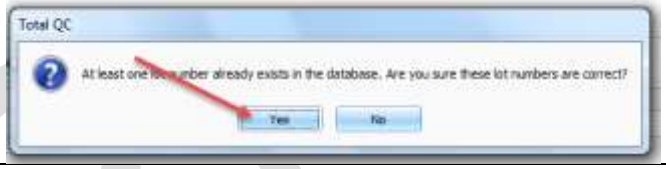
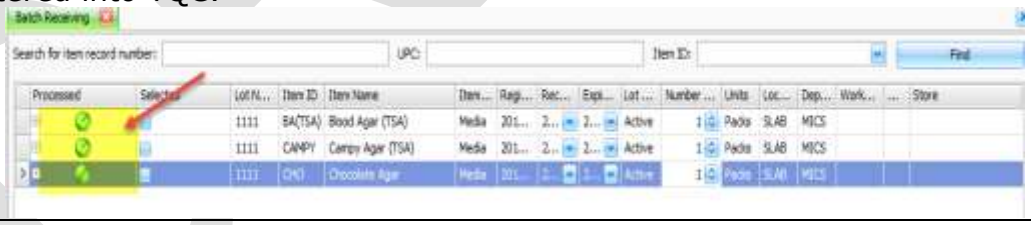
2	In the **"Batch Receiving"** window, select **"Find":**
3	In the **"Search Result QC Items"** popup box, select **"More"** until you are unable to select it anymore: 
4	On the search results chart, change **"Department"** to MICS: 
5	Select the ID of the item you want to batch receive and select **"OK"**: 

6	Enter the: 1. Lot Number 2. Expiration 3. Lot Status (Active or Not Active) 4. Number Received  **NOTE:** For all media, the Lot Status is **"Active"** For all reagents, the Lot Status is **"Not Active"**
7	Once information is entered, select **"Batch Receiving"** in lower right corner to receive all the items into TQC: 
8	If a pop up window appears that says "At least one lot number already exists in the database. Are you sure these lot numbers are correct? Select **"Yes"** This stating that the lot number entered has already been entered into TQC for this product from a previous order. 
9	When Batch Receiving is complete, a green checkmark appears in the Processed column and indicates that all products have been successfully entered into TQC. 

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REFERENCES:

1. SCC SoftComputer. (2016, February). SoftTotalQC Total Quality Control System Version 1.0.4.

APPROVAL:

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Date

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REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	20 Sep 17	Initial Release	L. Steven
2.0	06 Oct 19	Procedure reviewed	L. Steven
3.0	05 Jul 21	Procedure reviewed and added to NTHSSA policy template	L. Steven
4.0	03 Jul 23	Procedure reviewed	L. Steven

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