

<b>PROGRAM Standard Operating Procedure – Laboratory Services</b>	
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).

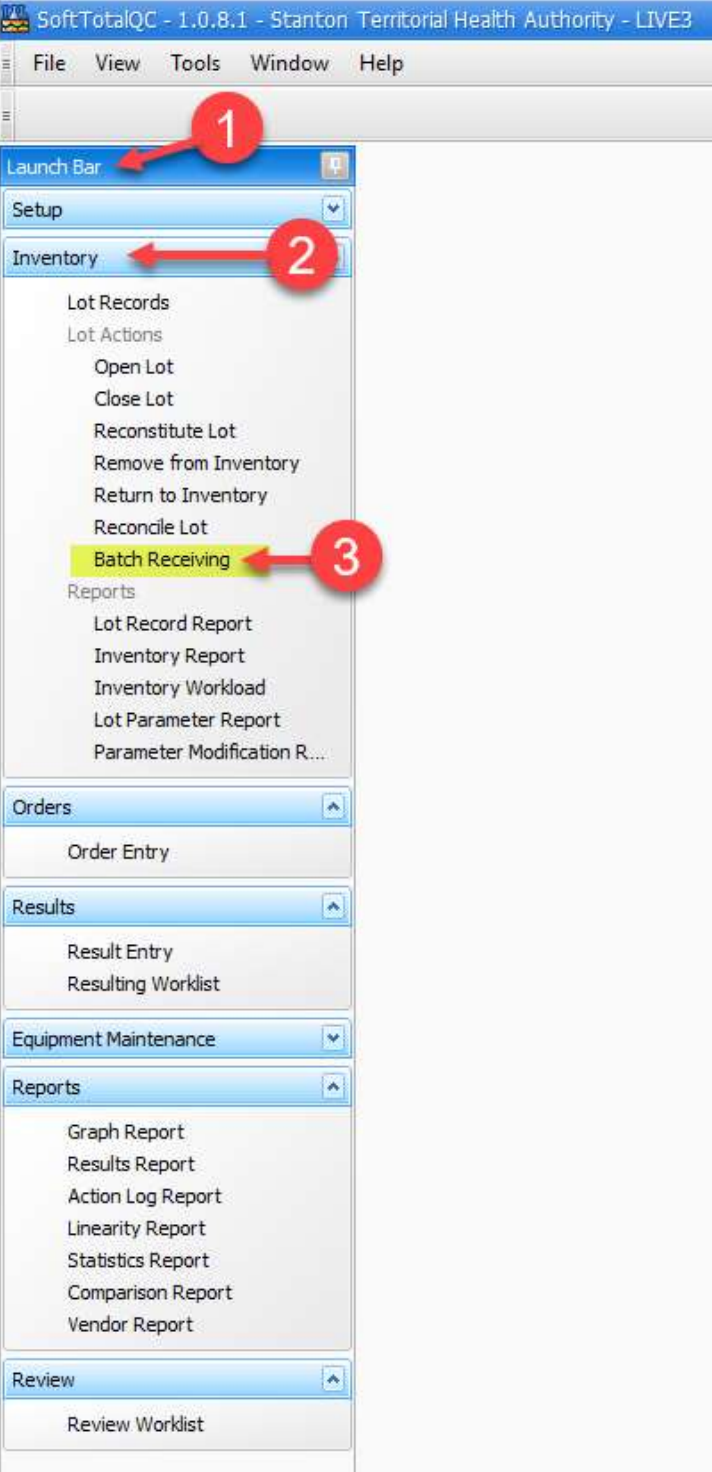
**SCOPE/APPLICABILITY:**

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

**REAGENTS and/or MEDIA:**

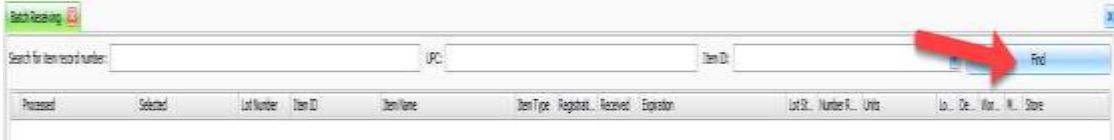
- All culture media and reagents

### PROCEDURE INSTRUCTIONS:

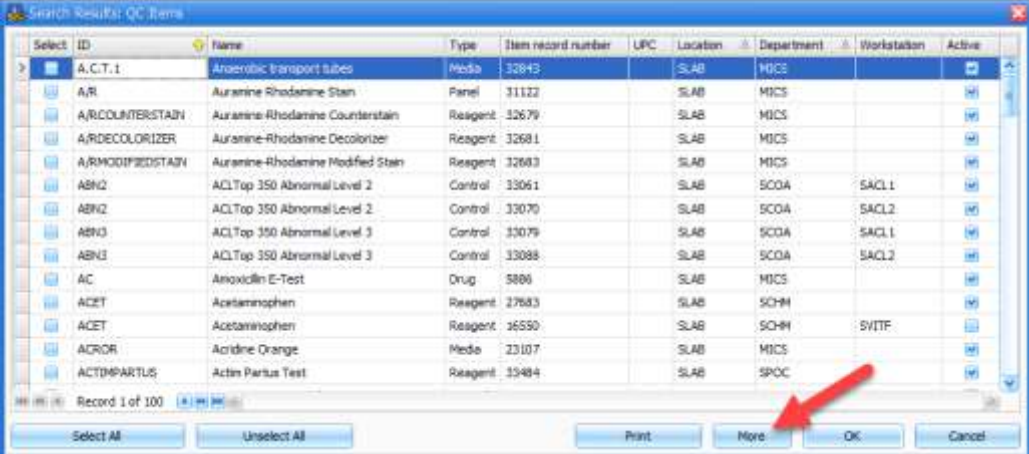
Step	Action
<b>Entering media and reagents into TQC</b>	
<b>1</b>	<p>From the "Launch Bar," open the "Inventory" tab and select "Batch Receiving":</p>  <p>The screenshot shows the 'SoftTotalQC - 1.0.8.1 - Stanton Territorial Health Authority - LIVE3' application window. The 'Launch Bar' is open, showing a list of options. The 'Inventory' tab is selected, and the 'Batch Receiving' option is highlighted. Red circles and arrows indicate the steps: 1 points to the 'Launch Bar' button, 2 points to the 'Inventory' tab, and 3 points to the 'Batch Receiving' option.</p>

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**2** In the **"Batch Receiving"** window, select **"Find"**:

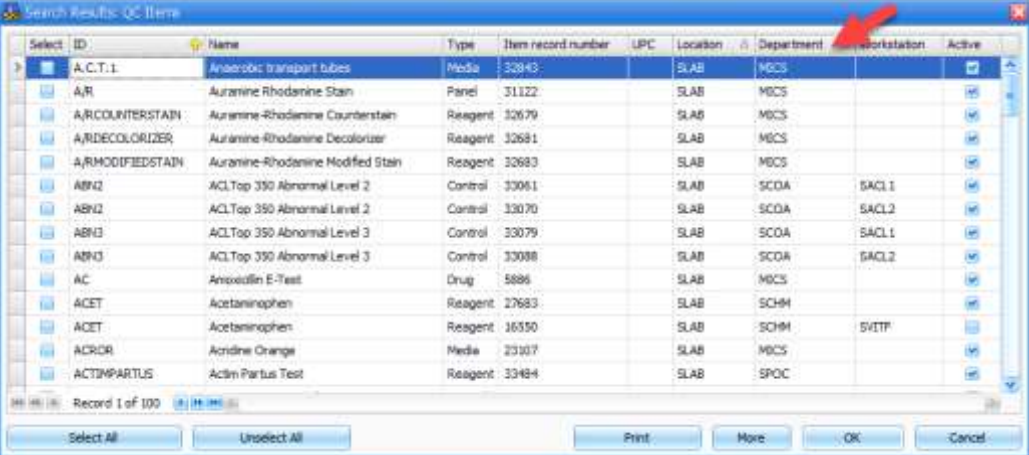


**3** In the **"Search Result QC Items"** popup box, select **"More"** until you are unable to select it anymore:

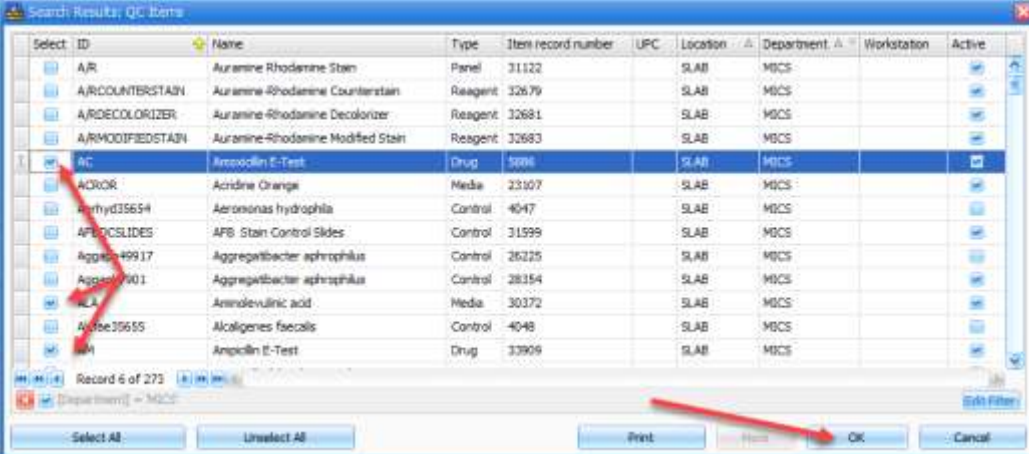


Select	ID	Name	Type	Item record number	UPC	Location	Department	Workstation	Active
<input checked="" type="checkbox"/>	A.C.T.1	Anaerobic transport tubes	Media	32843		SLAB	MICS		<input checked="" type="checkbox"/>
<input type="checkbox"/>	A/R	Auramine Rhodamine Stain	Panel	31122		SLAB	MICS		<input checked="" type="checkbox"/>
<input type="checkbox"/>	A/R/COUNTERSTAIN	Auramine-Rhodamine Counterstain	Reagent	32679		SLAB	MICS		<input checked="" type="checkbox"/>
<input type="checkbox"/>	A/R/DECOLORIZER	Auramine-Rhodamine Decolorizer	Reagent	32681		SLAB	MICS		<input checked="" type="checkbox"/>
<input type="checkbox"/>	A/R/MODIFIEDSTAIN	Auramine-Rhodamine Modified Stain	Reagent	32683		SLAB	MICS		<input checked="" type="checkbox"/>
<input type="checkbox"/>	ABN2	ACLTop 350 Abnormal Level 2	Control	33061		SLAB	SCOA	SACL1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ABN2	ACLTop 350 Abnormal Level 2	Control	33070		SLAB	SCOA	SACL2	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ABN3	ACLTop 350 Abnormal Level 3	Control	33079		SLAB	SCOA	SACL1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ABN3	ACLTop 350 Abnormal Level 3	Control	33088		SLAB	SCOA	SACL2	<input checked="" type="checkbox"/>
<input type="checkbox"/>	AC	Amoxicillin E-Test	Drug	5886		SLAB	MICS		<input checked="" type="checkbox"/>
<input type="checkbox"/>	ACET	Acetaminophen	Reagent	27683		SLAB	SCHH		<input checked="" type="checkbox"/>
<input type="checkbox"/>	ACET	Acetaminophen	Reagent	16550		SLAB	SCHH	SVITF	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ACROR	Acridine Orange	Media	23107		SLAB	MICS		<input checked="" type="checkbox"/>
<input type="checkbox"/>	ACTMPARTUS	Actin Partus Test	Reagent	33484		SLAB	SPOC		<input checked="" type="checkbox"/>

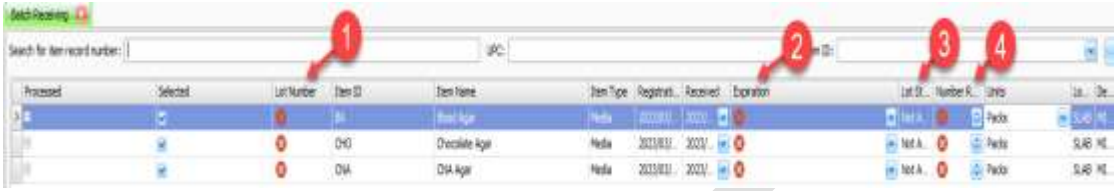
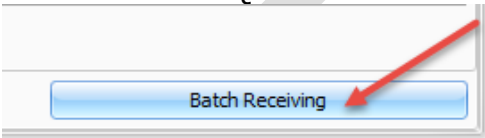
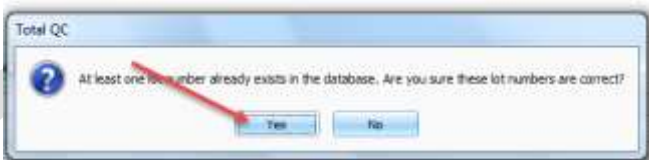

**4** On the search results chart, change **"Department"** to MICS:



**5** Select the ID of the item you want to batch receive and select **"OK"**:



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<p>6</p>	<p>Enter the:</p> <ol style="list-style-type: none"><li>1. Lot Number</li><li>2. Expiration</li><li>3. Lot Status (Active or Not Active)</li><li>4. Number Received</li></ol>  <p><b>NOTE:</b> For all media, the Lot Status is <b>"Active"</b> For all reagents, the Lot Status is <b>"Not Active"</b></p>
<p>7</p>	<p>Once information is entered, select <b>"Batch Receiving"</b> in lower right corner to receive all the items into TQC:</p> 
<p>8</p>	<p>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 <b>"Yes"</b> This stating that the lot number entered has already been entered into TQC for this product from a previous order.</p> 
<p>9</p>	<p>When Batch Receiving is complete, a green checkmark appears in the Processed column and indicates that all products have been successfully entered into TQC.</p> 

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**REFERENCES:**

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

**APPROVAL:**

\_\_\_\_\_  
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