

PROGRAM Standard Operating Procedure – Laboratory Services	
Title: MIC61000 – Receiving Supplies in the Microbiology Laboratory	Policy Number:
Program Name: Laboratory Services	
Applicable Domain: Lab, DI and Pharmacy Services	
Additional Domain(s): NA	
Effective Date:	Next Review Date
Issuing Authority: Director, Laboratory and Diagnostic Imaging Services	Date Approved:
Accreditation Canada Applicable Standard: NA	

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GUIDING PRINCIPLE:

Accurate records of media and reagents including date of receipt and lot numbers need to be recorded to ensure quality control records are documented and to ensure steps are taken when supplies are missing or do not arrive as expected from orders placed.

PURPOSE/RATIONALE:

This standard operating procedure describes the process to receive orders of media, reagents and supplies in the microbiology laboratory.

SCOPE/APPLICABILITY:

This procedure applies to Medical Laboratory Technologists (MLTs) working in the microbiology laboratory who receive orders of media, reagents and supplies.

REAGENTS and/or MEDIA:

- All microbiology culture media, reagents and supplies

SUPPLIES:

- New Lot Number stickers
- Use First stickers
- Date label gun

EQUIPMENT:

- Refrigerators

QUALITY CONTROL:

- Refer to MIC60040-Culture Media Quality Control
- Refer to Test Manual for reagent quality control procedures

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PROCEDURE INSTRUCTIONS:

Step	Action
Receiving media orders	
1	Open boxes and locate the packing slip. NOTE: If packing slip is not received, let the Technical Supervisor, Microbiology know and use the SAM requisition to document items received
2	Locate the SAM requisition for the order. Requisitions for items not received are stored in the "Placed Orders" folder on the back bench in the microbiology laboratory.
3	Unpack boxes. Carefully inspect each box of media received for acceptance and if the number that was ordered was received, check off the item on the packing slip. NOTE: In the winter, when temperatures start to turn cold, check all boxes of media received to ensure they are not frozen
4	Using the date label gun, document the date the media was received on every box of media, or every sleeve of media received.
5	Remove any media requiring quality control. Refer to MIC60040-Culture Media Quality Control.
6	The lot numbers of media are all entered as active in TQC and do not need a yellow NEW LOT NUMBER sticker. NOTE: Be sure to thoroughly inspect the entire order to determine if multiple lot numbers have been received for the same item
7	Place a yellow USE FIRST sticker on any boxes/packs of the same media already in use.
8	Items must be placed in the fridge on the correct shelf. Ensure media is placed in chronological order: <ul style="list-style-type: none">Media with the closest expiry date is stored on the top level if there are 2 levels of the mediaMedia with the closest expiry date is stored on the left if there are more than 2 rows of the media NOTE: Any extra media ordered that does not fit in the microbiology media fridge needs to be stored in the laboratory walk-in fridge
9	Using the packing slip, check off the items received on the SAM requisition.
10	Date and initial the packing slip. Photocopy and place one copy in the "Packing Slips for Materials Management" folder that is located on top of the black mailbox in the microbiology laboratory to be delivered to stores. The second copy needs to be used to enter the media into TQC. Refer to MIC61010-Entering New Media and Reagents into TQC for entering the information.
11	When all information is entered into TQC, staple the packing slip to the SAM requisition. If everything in the order was received, file the requisition and packing slip in the "Orders Received" folder on the back bench. If everything in the order wasn't received, file the requisition and packing slip in the "Placed Orders" folder on the back bench.

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Step	Action
Receiving reagent orders	
1	Open boxes and locate the packing slip. NOTE: If packing slip is not received, let the Technical Supervisor, Microbiology know and use the SAM requisition to document items received
2	Locate the SAM requisition for the order. Requisitions for items not received are stored in the "Placed Orders" folder on the back bench in the microbiology laboratory.
3	Unpack boxes. Carefully inspect each box of reagent received for acceptance and if the number that was ordered was received, check off the item on the packing slip.
4	Using the date label gun, document the date the reagent was received on every box.
5	Remove any reagent requiring quality control. Refer to the Test Manual for reagent quality control.
6	A yellow NEW LOT NUMBER sticker needs to be placed on the item. Place the sticker on the first package of the product (not on all packages with this lot number). NOTE: Be sure to thoroughly inspect the entire order to determine if multiple lot numbers have been received for the same item
7	Place a yellow USE FIRST sticker on any boxes/packs of the same reagent already in use.
8	Items must be placed in the correct location. Ensure reagent is placed in chronological order: <ul style="list-style-type: none"> • Reagent with the closest expiry date is stored on the top level if there are 2 levels of the reagent • Reagent with the closest expiry date is stored on the left if there are more than 2 rows of the reagent • Ensure the first product from this order contains the yellow NEW LOT NUMBER sticker
9	Using the packing slip, check off the items received on the SAM requisition.
10	Date and initial the packing slip. Photocopy and place one copy in the "Packing Slips for Materials Management" folder that is located on top of the black mailbox in the microbiology laboratory to be delivered to stores. The second copy needs to be used to enter the media into TQC. Refer to MIC61010-Entering New Media and Reagents into TQC for entering the information.
11	When all information is entered into TQC, staple the packing slip to the SAM requisition. If everything in the order was received, file the requisition and packing slip in the "Orders Received" folder on the back bench. If everything in the order wasn't received, file the requisition and packing slip in the "Placed Orders" folder on the back bench.

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Step	Action
Receiving supply orders	
1	Open boxes and locate the packing slip. NOTE: If packing slip is not received, let the Technical Supervisor, Microbiology know and use the SAM requisition to document items received
2	Locate the SAM requisition for the order. Requisitions for items not received are stored in the "Placed Orders" folder on the back bench in the microbiology laboratory.
3	Unpack boxes. Carefully inspect each box of supplies received for acceptance and if the number that was ordered was received, check off the item on the packing slip.
4	Using the date label gun, document the date the supply was received on every box of the supply.
5	The lot numbers of supplies are not recorded in TQC.
6	Items must be placed in the correct location. Ensure supply is placed in chronological order: <ul style="list-style-type: none"> Supply with the closest expiry date is stored on the top level if there are 2 levels of the supply Supply with the closest expiry date is stored on the left if there are more than 2 rows of the supply
7	Using the packing slip, check off the items received on the SAM requisition.
8	Date and initial the packing slip. Photocopy and place one copy in the "Packing Slips for Materials Management" folder that is located on top of the black mailbox in the microbiology laboratory to be delivered to stores. The second copy needs to be used to enter the media into TQC. Refer to MIC61010-Entering New Media and Reagents into TQC for entering the information.
9	When all information is entered into TQC, staple the packing slip to the SAM requisition. If everything in the order was received, file the requisition and packing slip in the "Orders Received" folder on the back bench. If everything in the order wasn't received, file the requisition and packing slip in the "Placed Orders" folder on the back bench.

NOTE: When orders are received, breakdown order boxes and place in the garbage pickup area in the core laboratory. If pickup area is full, phone Dexterra housekeeping for pickup.

LIMITATIONS:

- When a product is missing from the order, check the packing slip. If it contains the notation "Outstanding from your order" on it, circle this in red. If there are NO notations on the packing slip and items are missing notify the Technical Supervisor, Microbiology with this information so they can follow up
- An adequate amount of media, reagents and supplies in the microbiology laboratory is maintained by recording low inventory items on the Low Inventory Tally sheet

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3. It is the responsibility of the staff member who takes a stock item and recognizes that levels are low to document this on the Tally sheet

CROSS-REFERENCES:

- MIC60040-Culture Media Quality Control
- MIC61010-Entering New Media, Reagents and Supplies into TQC

APPROVAL:

Date

Director, Laboratory and Diagnostic Imaging Services

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
5.0	28 Apr 25	Procedure reviewed	L. Steven