

PROGRAM Standard Operating Procedure – Laboratory Services	
Title: MIC61020 – Opening and Closing Lot Numbers in TQC	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:

Lot numbers in SoftTotal QC (TQC) need to be opened and closed as required in order to document when the number went into use and went out of use in the microbiology laboratory.

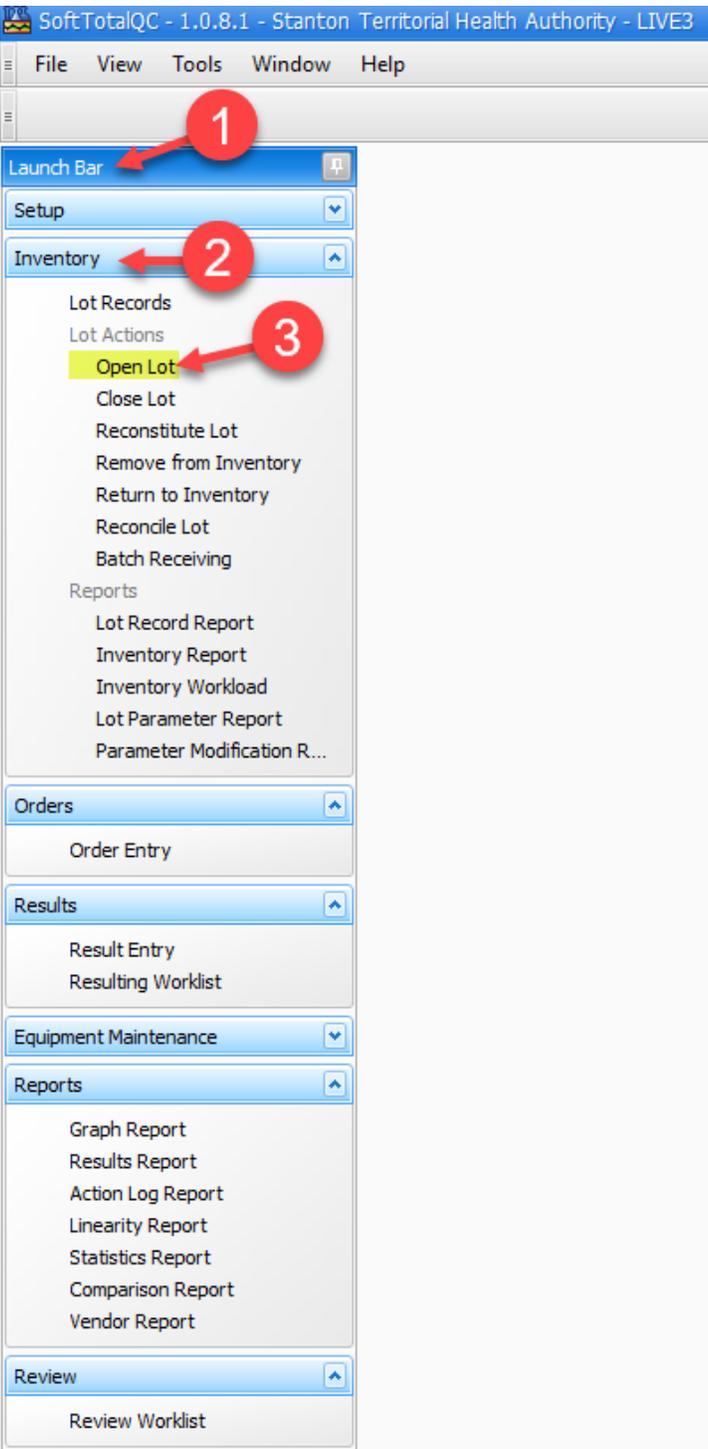
PURPOSE/RATIONALE:

This standard operating procedure provides instructions on how to open and close lot numbers in SoftTotal QC and how to change Active and Not Active status as required.

SCOPE/APPLICABILITY:

This procedure applies to Medical Laboratory Technologists (MLTs) opening and closing lot numbers in SoftTotal QC (TQC).

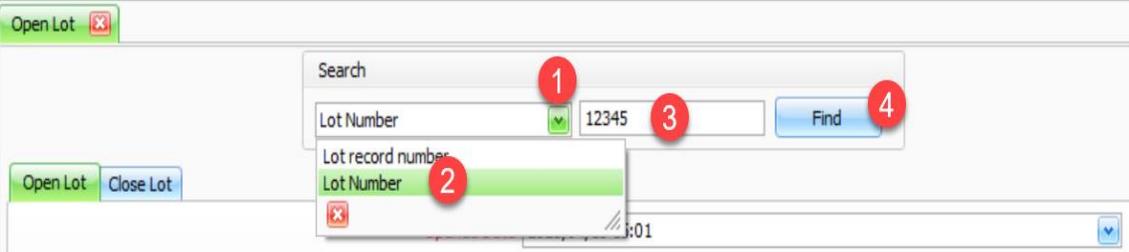
PROCEDURE INSTRUCTIONS:

Step	Action
Entering media and reagents into TQC	
1	<p>From the "Launch Bar," open the "Inventory" tab and select "Open Lot":</p>  <p>The screenshot shows the TQC software interface. At the top, the title bar reads 'SoftTotalQC - 1.0.8.1 - Stanton Territorial Health Authority - LIVE3'. Below the title bar is a menu bar with 'File', 'View', 'Tools', 'Window', and 'Help'. The main interface features a 'Launch Bar' on the left side. The 'Launch Bar' has several tabs: 'Setup', 'Inventory', 'Orders', 'Results', 'Equipment Maintenance', 'Reports', and 'Review'. The 'Inventory' tab is selected and expanded, showing a list of options: 'Lot Records', 'Lot Actions', 'Open Lot', 'Close Lot', 'Reconstitute Lot', 'Remove from Inventory', 'Return to Inventory', 'Reconcile Lot', and 'Batch Receiving'. The 'Open Lot' option is highlighted in yellow. Red circles with numbers 1, 2, and 3 are overlaid on the screenshot. Circle 1 points to the 'Launch Bar' header, circle 2 points to the 'Inventory' tab, and circle 3 points to the 'Open Lot' option.</p>

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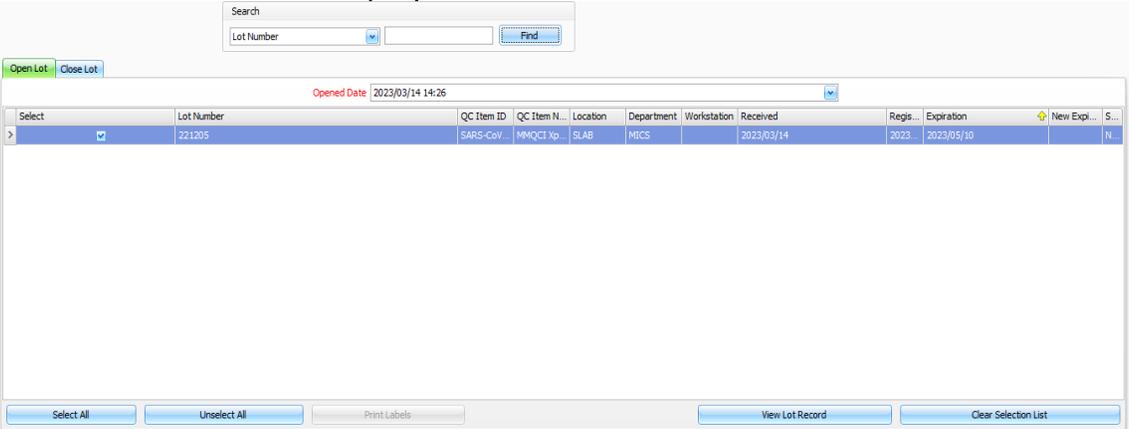
2

In the Open Lot tab:
1. Use the Search drop-down menu
2. Select Lot Number
3. Enter the item lot number
4. Select Find



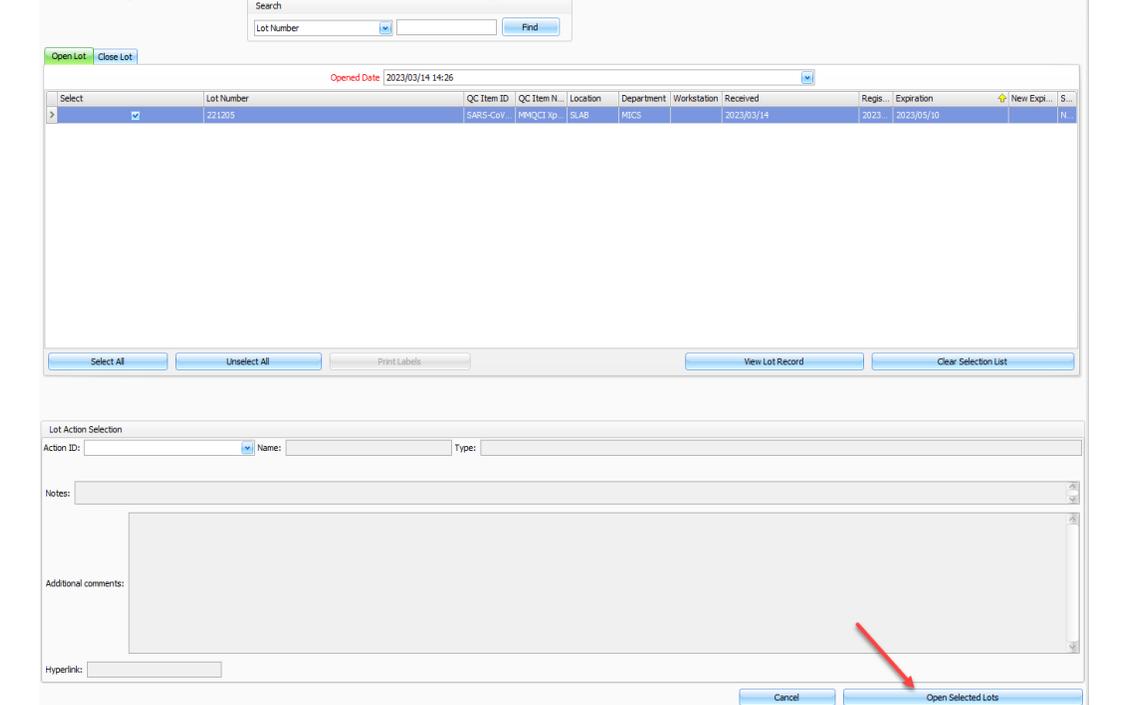
3

The lot number will be displayed in the table:



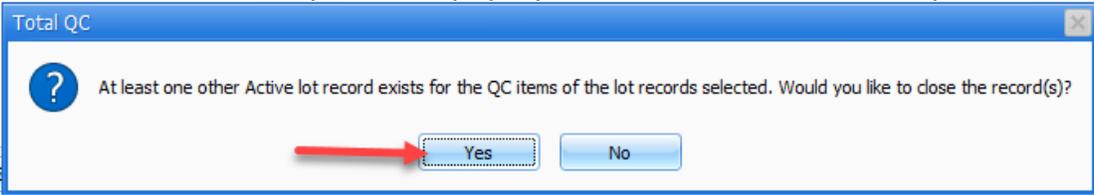
4

Select **"Open Selected Lots"** to open and activate the lot number:

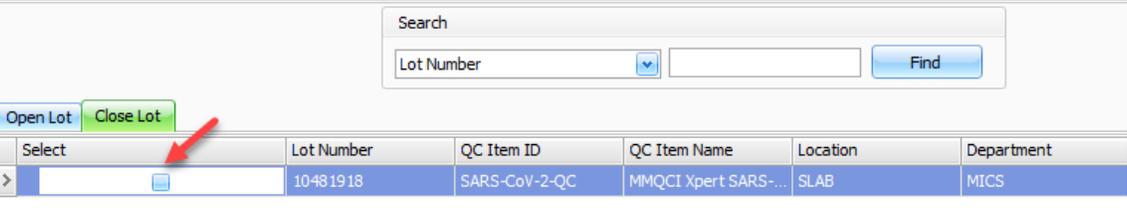


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5 Once the new lot number has been opened, the previous active lot number must be closed. This option will pop up when the lot number is opened:

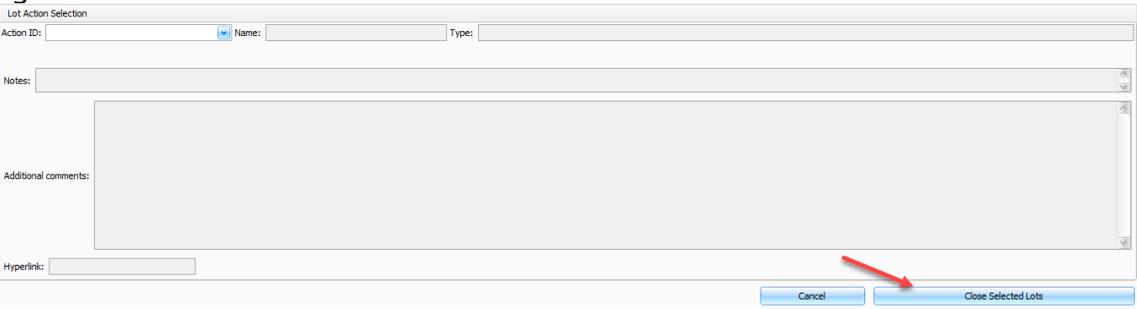


6 Select **"Yes"** and the previous active lot number will be displayed. Select the lot number:

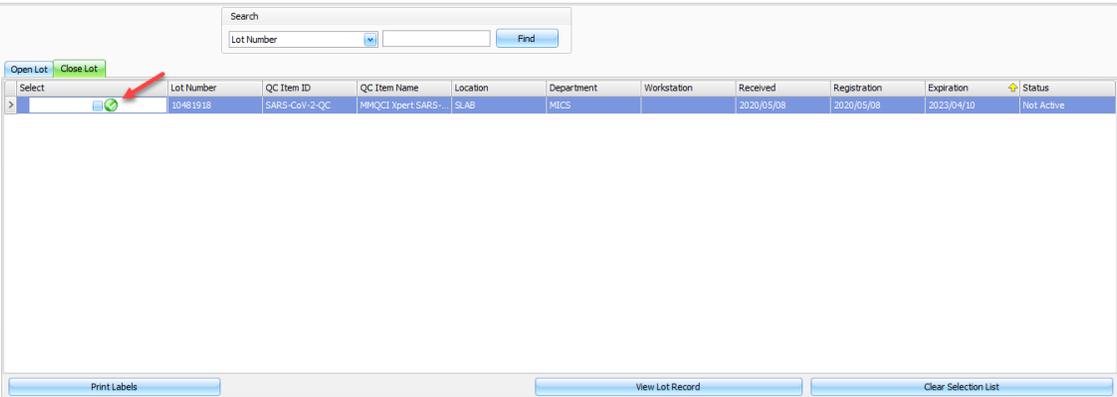


Select	Lot Number	QC Item ID	QC Item Name	Location	Department
>	10481918	SARS-CoV-2-QC	MMQCI Xpert SARS...	SLAB	MICS

7 After selecting the lot number, select **"Close Selected Lots"** in the bottom right side:



8 The lot number will be closed and a green check mark will appear beside the lot number:



Select	Lot Number	QC Item ID	QC Item Name	Location	Department	Workstation	Received	Registration	Expiration	Status
>	10481918	SARS-CoV-2-QC	MMQCI Xpert SARS...	SLAB	MICS		2020/05/09	2020/05/09	2023/04/10	Not Active

REFERENCES:

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

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APPROVAL:

Date

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