

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.

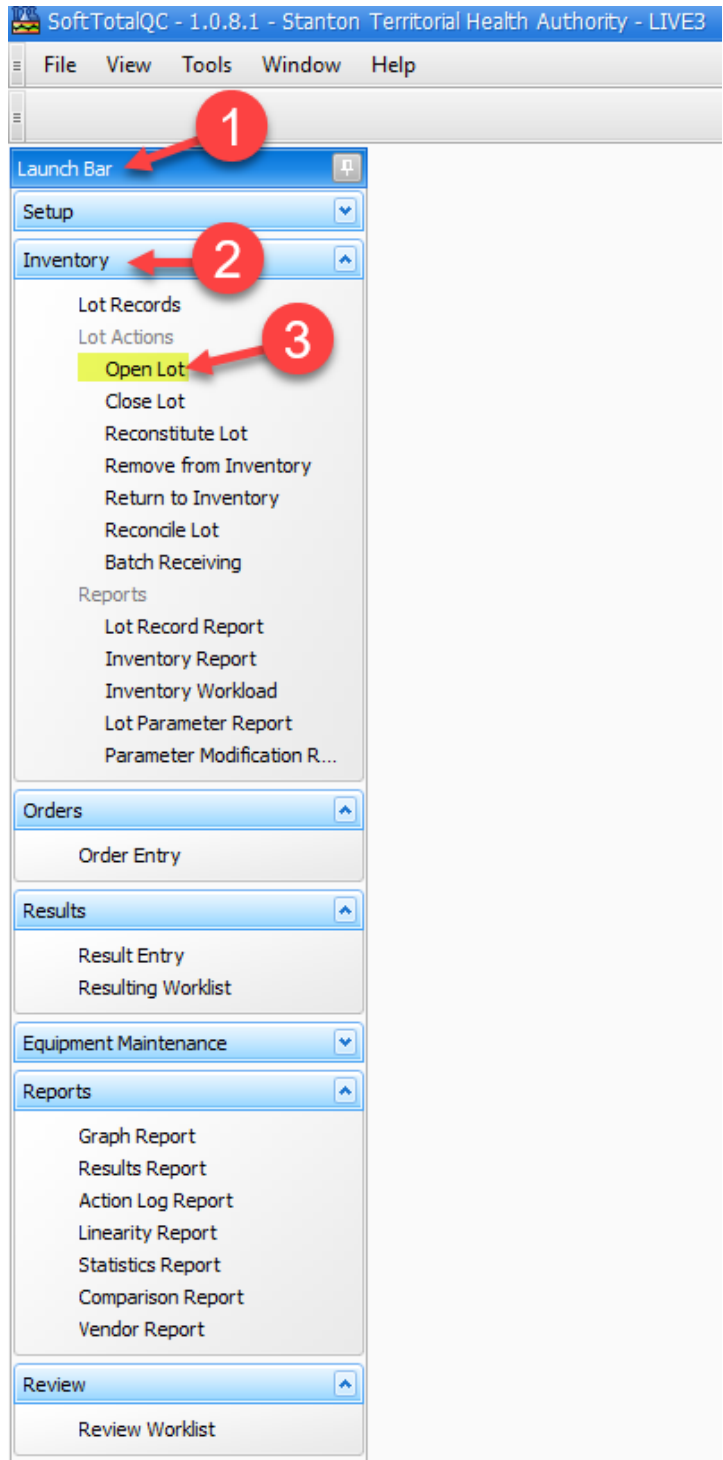
PURPOSE/RATIONALE:

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	From the "Launch Bar," open the "Inventory" tab and select "Open Lot":  The screenshot shows the 'SoftTotalQC - 1.0.8.1 - Stanton Territorial Health Authority - LIVE3' application window. The 'Launch Bar' menu is open, displaying various options. The 'Inventory' tab is selected, and the 'Open Lot' option is highlighted. Red arrows and numbers 1, 2, and 3 indicate the sequence: 1 points to the 'Launch Bar' header, 2 points to the 'Inventory' tab, and 3 points to the 'Open Lot' option.

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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

The screenshot shows the 'Open Lot' window with a search dropdown menu open. The dropdown menu has 'Lot Number' selected. The lot number '12345' is entered in the search field, and the 'Find' button is highlighted. Red circles with numbers 1 through 4 indicate the steps: 1. Search dropdown menu, 2. Select Lot Number, 3. Enter the item lot number, 4. Select Find.

3

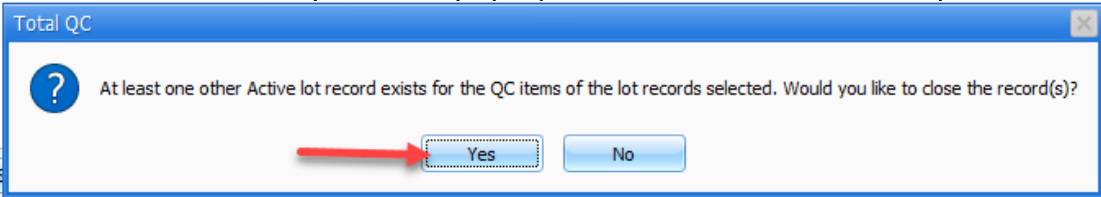
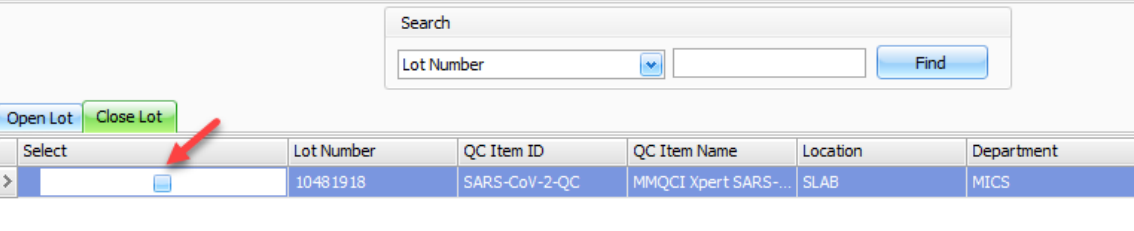
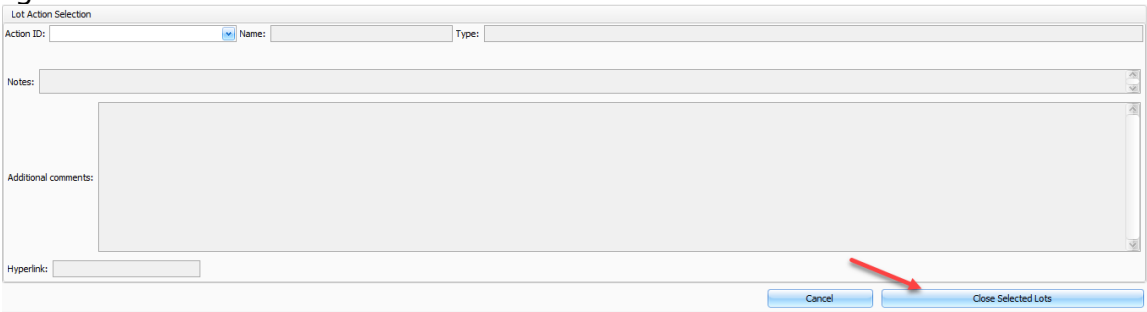
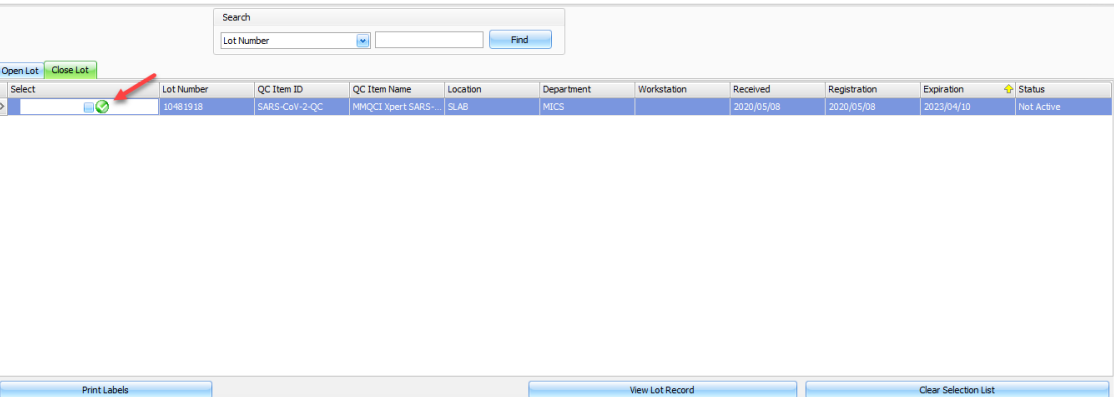
The lot number will be displayed in the table:

The screenshot shows the 'Open Lot' window with the search results table. The table has columns: Select, Lot Number, QC Item ID, QC Item N..., Location, Department, Workstation, Received, Regis..., Expiration, New Exp..., and S... The table contains one row with Lot Number '221205', QC Item ID 'SARS-CoV', QC Item N... 'MMQCT Np', Location 'SLAB', Department 'MICS', Workstation, Received '2023/03/14', Regis... '2023', Expiration '2023/05/10', New Exp... 'N', and S... 'N'. The 'Find' button is highlighted.

4

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

The screenshot shows the 'Open Lot' window with the search results table. The table contains one row with Lot Number '221205'. Below the table, there is a section for 'Lot Action Selection' with fields for Action ID, Name, and Type. There is also a 'Notes' field and an 'Additional comments' field. At the bottom right, there is a red arrow pointing to the 'Open Selected Lots' button.

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: 
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: 

REFERENCES:

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

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

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