

**UC Davis Health
Sacramento, CA
Department of Pathology and Laboratory Medicine**

***RECEIVING AND PROCESSING LABORATORY
SUPPLIES***

Administrative Procedure 125.A

PURPOSE:

To ensure Laboratory supplies are promptly processed upon receipt and safely stored under appropriate storage conditions per manufacturer's instructions.

POLICY:

- A. Supplies are delivered to the laboratory areas by UC Davis Health Receiving staff to Pavilion (SESP), Specialty Testing Center (STC), Cancer Center Lab, and Pathology Building (Path).
- B. Laboratory staff is responsible for accepting supplies. Staff will verify that items and quantities are correct, are not damaged, are received under the proper temperature conditions, and are not expired. Laboratory staff will store supplies in correct locations, under correct temperature and storage conditions, and in a safe manner.

PROCEDURES:

- A. UC Davis Health Receiving Responsibility
 - 1. Supplies will be delivered by UC Davis Health Receiving Department to the following locations:
 - a. SESP: Room 2P612 for storage of Room Temperature supplies and Large Orders, and refrigerators within room 2P340 for refrigerated supplies.
 - b. STC: Specimen Reception Area and Bulk Storage Room 1303 for Large Orders, and refrigerators within room 1302 for refrigerated supplies.
 - c. Cancer Center Lab: Within the Cancer Center Lab in Room 1013
 - d. Path Building: Storage Room 0207

Note: There are designated areas in Room 2P612 for each Cost Center. Supplies may be delivered and stored on wood pallets in these delivery/bulk storage areas. Extra wood pallets may not be stored.

- B. Lab Employee Responsibility
 - 1. Sign or initial the document from Receiving Department acknowledging receipt of supplies.
 - 2. Verify shipping document matches items received.

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3. Verify condition of supplies is acceptable (in-date, found at correct shipping/storage temperature, not broken, etc.).
 4. Document any discrepancies and bring to Supervisor's attention.
 5. Sign or initial the shipping document acknowledging that supplies are acceptable.
 6. Deliver supplies to the appropriate laboratory storage location promptly.
 7. Store boxes in the storage and lab testing areas on pallets and/or carts. Do not store boxes directly on the floor.
 8. Store at required temperature conditions.
 9. Store flammable liquids immediately. Place in either flammable storage units, safety cans, or designated areas (see 241.A *Handling Hazardous Chemicals* for specific instructions and precautions).
 10. Stack supplies in safe and stable manner; stack items so that they can be lifted or moved safely using correct ergonomics.
 11. Notify Supervisor if there are any questions, problems or discrepancies.
 12. Enter supply data on applicable logs.
 13. File and maintain shipping document records.

C. Supervisor's Responsibility

1. Ensure that all staff are familiar with this procedure.
2. Technical Section Supervisor's are responsible for ensuring deliveries of hazardous or labile (e.g., frozen, refrigerated) materials are immediately put away in the appropriate storage facility.

REFERENCES:

- UC Davis Health Administrative Policy 2250: Receipt and Delivery of Shipments
- UC Davis Health Administrative Policy 1620: Departmental Injury Prevention Plans and Safety Coordinators
- UC Davis Health Administrative Policy 1625: Ergonomics Program
- UC Davis Health Administrative Policy 1629: Employee Fall Protection Program

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PROCEDURE HISTORY

Date	Written/ Revised By	Revision	Approved Date	Approved By
4/26/12	Chris Jarvinen	New Policy	4/30/12	L. Howell, MD
10/12	T. Cox	Revised: added check condition and exp. dates of supplies; added references	10/12	L. Howell
12/12	T. Cox	Revised: wood pallets; no boxes on floors	12/12	L. Howell
08/14	T. Cox	Biennial Review	08/14	L.Howell
08/16	S. Okimura	Biennial Review	08/16	L. Howell
06/18	N. Kaur	Updated References	06/18	L. Howell via OnBase
05/20	E. Karanja	Revised: SESP delivery locations and References	05/20	L. Howell via OnBase
04/22	E. Karanja	Revised: Storage location for Path Building, STC. Added Cancer Center Lab	05/22	L. Howell via OnBase