



HEALTH HOLDING

HAFER ALBATIN HEALTH  
CLUSTER  
MATERNITY AND  
CHILDREN HOSPITAL

<b>Department:</b>	Laboratory and blood bank		
<b>Document:</b>	Departmental Policy and Procedure		
<b>Title:</b>	System For The Receipt Of Incoming Supplies And Services, Inventory Management, And Tracking Of Critical Materials		
<b>Applies To:</b>	All Laboratory Section Supervisors		
<b>Preparation Date:</b>	January 01, 2025	<b>Index No:</b>	LB-DPP-017
<b>Approval Date:</b>	January 15, 2025	<b>Version :</b>	2
<b>Effective Date:</b>	February 15, 2025	<b>Replacement No.:</b>	LB-DPP-017 (1)
<b>Review Date:</b>	February 15, 2028	<b>No. of Pages:</b>	06

## 1. PURPOSE:

- 1.1 Laboratory supplies management ensures continuous availability and access to quality laboratory reagents, test kits and supplies in the laboratory.

## 2. DEFINITONS:

- 2.1 Critical materials, supplies and services: are any materials, supplies and services used as inputs to a process affecting the quality of products and services produced by the laboratory.

## 3. POLICY:

- 3.1 All incoming critical materials, supplies and services are receipted (through shipment receipt), inspected, tested (as applicable), before being putted into service.
- 3.2 Lot numbers must always be traceable to patient/blood donors or inclusive dates of use.
- 3.3 Lot numbers must tested against old lots or suitable reference materials before use.
- 3.4 Prepared/reconstituted reagents and solutions must be labelled and stored properly, and kit components are used within the kit lot number.
- 3.5 Laboratory critical supplies must always be stored under appropriate conditions according to the manufacture, and used within their expiration dates.
- 3.6 Kit components are used within the kit lot number.

## 4. PROCEDURE:

- 4.1 Request of critical materials, supplies and services:
  - 4.1.1 All requests are made once a week, Prior to requesting, all inventory must be reviewed and inspected for:
    - 4.1.1.1 Shortage in inventory (always should be enough for 10 days' worth of supplies at day of request).
    - 4.1.1.2 New onset expired supplies.
    - 4.1.1.3 New onset damaged supplies (barcode damage, cartage damage, open containers, leaking, change of color, etc.).
    - 4.1.1.4 Old lots in the front and new lots in the back
  - 4.1.2 Quantities requested must be derived from expected work load calculated from the mean of monthly statistics.
  - 4.1.3 More quantities may be added to the target quantity for special cases, example at the beginning of the month, or as needed, after section supervisor approval.
  - 4.1.4 All requests must be sent to laboratory store coordinator through Maward system.
  - 4.1.5 In case of new onset expiry or damages to already stored supplies:

- 4.1.5.1 It must be documented in the discarded supplies form, and reviewed by section supervisor.
- 4.1.5.2 Discarded in the black bag.
- 4.1.6 If the stored supplies (for any cause) was short:
  - 4.1.6.1 During any working day, the technician must:
    - 4.1.6.1.1 Re-request;
    - 4.1.6.1.2 Write an OVR according to the laboratory and blood bank policy.
  - 4.1.6.2 During weekends, the technician must:
    - 4.1.6.2.1 Inform laboratory director, or chief of technicians;
    - 4.1.6.2.2 Re-request;
    - 4.1.6.2.3 Write an OVR according to the laboratory and blood bank policy.
- 4.2 Upon receiving new supplies, the technician requesting supplies must first inspect for:
  - 4.2.1 Expiry date:
    - 4.2.1.1 If expired the requesting technician must inform supervisor and the later must inform section head.
    - 4.2.1.2 Discard expired supplies in black bag, and document this activity in the discarded supplies form.
    - 4.2.1.3 If there is an overwhelming prolonged need for an expired supply, the laboratory must follow the policy on exceptions and deviation
  - 4.2.2 Damage include but not limited to:
    - 4.2.2.1 Barcode damage
    - 4.2.2.2 Cartage damage
    - 4.2.2.3 Open containers
    - 4.2.2.4 Leaking containers
    - 4.2.2.5 Change of colour
    - 4.2.2.6 Dusted filters, lances, cuvettes, and droppers
    - 4.2.2.7 Incomplete kit components
  - 4.2.3 In case of damaged supplies, the requesting technician must:
    - 4.2.3.1 Inform supervisor and the later must inform section head to take action if needed.
    - 4.2.3.2 Discard damaged supplies in black bag, and document this activity in the discarded supplies form.
  - 4.2.4 In case of un-required or unrequested supplies sent to the laboratory, the technician requesting must return it back to / and inform the store coordinator as soon as possible, to avoid wasting hospital supplies.
  - 4.2.5 In case of new lot number coming in service:
    - 4.2.5.1 The section supervisor must insure that new lot number reagents and QC materials are tested against old lot number.
    - 4.2.5.2 The supervisor must evaluate QC chart and apply the west guard multi-rules to detect any QC issues.
- 4.3 All coming supplies must be stored by requesting technician, according to the manufacturer's recommendations under controlled conditions or in an appropriate storage device across laboratory sections, as soon as possible.
- 4.4 All inventory must be reviewed (old and incoming supplies) weekly.
- 4.5 Critical supplies and reagents storage conditions are continuously monitored using appropriate temperature monitoring/ recording system, In the event of monitoring systems failure:
  - 4.5.1 The storage temperature is monitored and recorded every 8 hours using a standardized thermometric device.
  - 4.5.2 Section supervisor must thin inform Biomed department about the system failure.
  - 4.5.3 Assessment of failure effects is then done by section supervisor according to laboratory document (Investigation and Follow-up of Critical Equipment Failure).
  - 4.5.4 The designated technician must record the temperature in a Temperature monitoring form, and reviewed daily by section supervisor, and quality management officer.
- 4.6 Kit components must always be used within the kit lot number.

- 4.7 All prepared reagents and solutions are properly labelled as applicable and appropriate with the following elements:
  - 4.7.1 Content (Name of the chemical, reagent or solution).
  - 4.7.2 Concentration/titer.
  - 4.7.3 Date of preparation or reconstitution in the laboratory.
  - 4.7.4 Expiration date. If the expiration is not indicated on the original supplier or manufacturer label, laboratory must assign an expiration date to any reagents. The assigned expiration date should be based on known stability, frequency of use.
  - 4.7.5 Storage conditions and risk of deterioration.
- 4.8 All laboratory supplies and reagents are handled as follows:
  - 4.8.1 Only authorized personnel are allowed to handle the chemical reagents.
  - 4.8.2 Follow all handling and storage requirements for the chemical.
  - 4.8.3 Use personal protective equipment's when required.
  - 4.8.4 Store in an adequately ventilated store.
  - 4.8.5 New lot tested against old lot and passed results are documented before use of new lot

## **5. MATERIAL AND EQUIPMENT:**

- 5.1 N/A

## **6. RESPONSIBILITIES:**

- 6.1 Laboratory Director
- 6.2 Laboratory Section supervisors.

## **7. APPENDICES:**

- 7.1 Reagents lot to lot record
- 7.2 Discard supplies form

## **8. REFERENCES:**

- 8.1 Quality Policy Manual for Medical Laboratory Services in Kenya. 2011.
- 8.2 Guidelines on Good Clinical Laboratory Practice.

9. APPROVALS:

	Name	Title	Signature	Date
<b>Prepared by:</b>	Dr. Talal Abdelgawad	Clinical Pathologist		January 01, 2025
<b>Reviewed by:</b>	Dr. Kawther M. Abdou	Consultant & Lab. Medical Director		January 05, 2025
<b>Reviewed by:</b>	Ms. Noora Melfi Alanizi	Laboratory & Blood Bank Director		January 07, 2025
<b>Reviewed by:</b>	Mr. Abdulelah Ayed Al Mutairi	QM&PS Director		January 09, 2025
<b>Reviewed by:</b>	Dr. Tamer Mohamed Naguib	Medical Director		January 12, 2025
<b>Approved by:</b>	Mr. Fahad Hazam Alshammari	Hospital Director		January 15, 2025

Appendix 7.1:

Kingdom of Saudi Arabia  
Hafar Al Batin Health Cluster  
Maternity and Children Hospital



المملكة العربية السعودية  
التجمع الصحي بحفر الباطن  
مستشفى الولادة والأطفال

**LABORATORY AND BLOOD BANK REAGENT LOT TO LOT RECORD**

<b>Date</b>	:	
<b>Reagent Name</b>	:	
<b>Old Lot Number</b>	:	
<b>New Lot Number</b>	:	
<b>Test</b>	:	
<b>Old Lot Results</b>	:	
<b>New Lot Results</b>	:	
<b>Accept/Reject</b>	:	
<b>Technician</b>	:	
<b>Supervisor</b>	:	

