

TML/MSH Department of Microbiology Quality Manual	Policy QPUMI02002.02	Page 1 of 2
Section: Purchasing and Inventory	Subject Title: Processing of Received Supplies Procedure	
Prepared by: QA Committee	Original Date: November 1, 2002	
Issued by: Laboratory Manager	Revision Date: November 28, 2003	
Approved by: Laboratory Director	Annual Review Date: November 28, 2003	

Purpose:

To provide instruction for the receiving of new supplies prior to stocking

Responsibility:

Inventory and Supplies Technician

Procedure:

Daily:

1. Match packing slips with the items received.
2. If the supply is delivered to the TML site, make a copy of the packing slip and send the original copy to the Receiving Department.
3. Keep a copy of the packing slip for the packing slip binder.
4. Sort items into Clinical supplies, Research supplies and items of unidentified service area.
5. Deliver Research items to the Research section and notify Research personnel of the arrival of the supplies.
6. Notify the Charge technologist and check with the Purchasing Department for items whose destination is not identified. Document on the Vendor Incident Report QPUMI05001.
7. For Clinical Lab area supplies, check that:
 - the correct item is received
 - the quantity matches the amount on the delivery document
 - the item is not damaged
 - the item not outdated and within an acceptable expiry date

For culture media, check that:

- the correct media is received
- the quantity matches the amount on the delivery document

TORONTO MEDICAL LABORATORIES/MOUNT SINAI HOSPITAL, DEPARTMENT OF MICROBIOLOGY

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- the package is not damaged
- the media is not hemolysed, cracked, contaminated and of the correct thickness
- the item not outdated and within an acceptable expiry date

8. Sign and apply a "Receiving Label" on the packing slip.
9. For culture media, update the MSH and the TML Inventory Records and record new delivery information into the Media Logbook.
10. File the packing slip in the packing slip binder.
11. Notify the Charge technologist of any problems and document on the Vendor Incident Report – QPUMI05001. If the problem involves culture media, also contact the manufacturer.
12. Label each new supply with the date received.

Weekly:

1. Check packing slips against the order requisitions in the Order Requisition Binder.
2. Notify the Charge technologist and check with the Purchasing Department if there are any problems. Document on the Vendor Incident Report QPUMI05001.

Related Documents:

Supplies Order Process	QPUMI01000
Supplies Receiving Process	QPUMI02000
Supplies Receiving Procedure	QPUMI02001
Vendor Incident Report	QPUMI05001
Stocking Procedure	QPUMI02003

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