



Clinical Process Instruction Manual

Organ Recovery Supplies Inventory Process Instruction

Policy:

Trillium Gift of Life Network (TGLN) is committed to ensuring that it maintains an adequate supply of safe and appropriate supplies required for recovery of organs. Accordingly, TGLN has implemented processes for receipt, storage, handling and subsequent approval/rejection of reagents and supplies used in recovery, packaging and labeling. TGLN conducts a weekly and quarterly inventory to review reagents and supplies for the purposes of maintaining adequate levels of supplies and reagents in storage. During the inventory, supplies and reagents are also checked to ensure that they are not damaged or expired. During peak levels of activity and/or in advance of upcoming statutory holidays, an informal inventory is conducted to ensure that the supply of inventory is adequate.

In addition, TGLN has implemented practices for the approval and ordering of surgical recovery supplies. Supplies are approved based on the *materials qualification sheet* that is reviewed annually. Receipt of supplies is conducted in the non-sterile supply room to ensure that the sterility of the sterile supply room is not compromised.

The organ inventory reagents and supplies inventory and ordering process is coordinated by the Surgical Recovery Coordinators (SRC) in conjunction with the Manager—Surgical Recovery Services (Organ) and Coordinator, Provincial Resource Centre - Organ.

Process:

Inventory of Supplies Kept in Surgical Recovery Bags

1. Each bag contains a controlled list of items:
 - SRC Lung Recovery Bag Inventory List (Exhibit 1),
 - SRC Heart Recovery Bag Inventory List (Exhibit 2),
 - SRC Abdominal Recovery Bag Inventory List (Exhibit 3),
 - SRC Pump Bag Inventory List (Exhibit 4), and
 - SRC All Organ Recovery Bag Inventory List (Exhibit 5)
2. All organ bags are checked on a monthly basis to ensure minimum quantities of the required supplies are present, and to ensure the bags do not contain damaged or expired items. Items which are either damaged or have expired are discarded immediately. The SRC uses the *Monthly SRC Recovery Bag Inventory Checklist* (Exhibit 6) and gives the completed checklist to the Coordinator, Provincial Resource Centre – Organ or designate.



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4. Any items that are discovered to be damaged or expired are removed by the SRC. These items may also be logged on the *Damaged/Expired Supply Log* (Exhibit 7) by the SRC. The completed log is given to the Coordinator, Provincial Resource Centre – Organ or designate, if used.
5. Each bag is tagged using a green/red fastener which is dated and initialed by the SRC or designate who performed the bag inventory. The SRC or designate ensures that there are sufficient items that will not expire in the following month to complete an organ recovery.
6. When a bag is used, the green/red fastener is removed. If there are issues (e.g., expired items, not enough items, incorrect items, etc.) with the bag, the SRC is to notify the Manager—Surgical Recovery Services (Organ) or designate of the issues and the initials on the security tag. Manager—Surgical Recovery Services (Organ) or designate will take corrective action as deemed necessary.
7. The green/red fastener is replaced when items are replaced in the bag.

Inventory of Supplies Held in Storage Areas

8. The PRC Organ – Inventory Assistant, SRC or designate is responsible for completing a partial inventory on a weekly basis and a full inventory on a quarterly basis of organ recovery supplies and reagents stored in the cold storage room. If the PRC Organ – Inventory Assistant, SRC or designate is unable to conduct inventory on the scheduled day due to case activity, the next SRC or designate in the office will complete the inventory process.
9. The PRC Organ – Inventory Assistant, SRC or designate looks at loose items and whole boxes of items when conducting the inventory.
10. The PRC Organ – Inventory Assistant, SRC or designate completes either the *Weekly* or *Quarterly SRC Inventory Checklist* (Exhibits 8 and 9), as appropriate. The PRC Organ – Inventory Assistant, SRC or designate documents the quantity of supplies and reagents in stock. The SRC or designate also indicates supplies which require re-ordering.
11. If while conducting an inventory the PRC Organ – Inventory Assistant, SRC or designate discovers any damaged or expired supplies, he/she removes the supply from storage. These items may also be logged on the *Damaged/Expired Supply Log* (Exhibit 7) by the PRC Organ – Inventory Assistant, SRC or designate. The completed log is given to the Coordinator, Provincial Resource Centre – Organ or designate, if used.
12. Upon completing the inventory checklist, the PRC Organ – Inventory Assistant, SRC or designate provides the form to the Coordinator, Provincial Resource Centre – Organ or designate.



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13. The manager, Surgical Recovery Services – Organ and/or designate will review completed inventory check lists on a quarterly basis for completeness.
13. If the weekly inventory or monthly bag inventory cannot be completed by the PRC Organ – Inventory Assistant, SRC or designate completes the *Organ or Bag Inventory Deferral Form* (Exhibit 10) and submits it to the Manager—Surgical Recovery Services (Organ).

Ordering Supplies

14. The Coordinator, Provincial Resource Centre – Organ or designate collects the checklists and determines if any inventory needs to be reordered.
15. If an inventory order is required, the Coordinator, Provincial Resource Centre – Organ or designate raises a purchase requisition in Ontario Health’s Enterprise Resource Planning (ERP) system. The ERP automatically routes the requisition to the appropriate approvers based on the value, as outlined in Ontario Health’s Delegation of Authority and Procurement Policies.
16. Once the requisition has been approved, a Supply Chain Staff will source for the goods and issue a purchase order to the supplier.
17. Once the goods are received, the Coordinator, Provincial Resource Centre – Organ or designate create a good receipt in Ontario Health’s ERP system and attaches a delivery document, (e.g. packing slip/proof of delivery document) with the purchase order.
18. In the event that an item is on back order, the Ontario Health Supply Chain representative will notify relevant persons (e.g., SRCs, Manager—Surgical Recovery Services (Organ), Coordinator, Provincial Resource Centre – Organ , PRC Manager – Organ).

Restocking of Supplies

19. Upon delivery, inventory is received by the Inventory Assistant or designate.
20. The Inventory Assistant or designate will unpack the contents of the boxes and verifies the contents against the packaging slip, if available. Packing slips are scanned and stored electronically.
21. Inconsistencies are documented by the Inventory Assistant or designate on an inventory spreadsheet. Lot numbers are included in the comments when there are damaged/discolored supplies received.



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22. If damaged supplies or reagents are received, the Inventory Assistant or designate will notify the Manager – Surgical Recovery Services (Organ) and the Ontario Health Sourcing Specialist to advise on next steps.
23. The Inventory Assistant or designate quarantines the damaged supplies and/or reagents in a designated location and places a sign on the item stating “Quarantined Items – Please do not use the items below”.
24. The inventory assistant or designate places new items into the appropriate spot on the shelves, bins and/or fridges of the Cold Storage Room. Newer items should be placed on the bottom or back, and older items are moved to the top or front.

Records:

Record Name	Form No. (if applicable)	Record Holder	Record Location	Record Retention Time (as a minimum)
SRC Recovery Bag Inventory Checklist	CSF-9-71	PRC	PRC	16 years
Organ or Bag Inventory Deferral Form	CSF-9-63	PRC	PRC	16 years
SRC Quarterly Inventory Checklist	CSF-9-70	PRC	PRC	16 years
SRC Weekly Inventory Checklist	CSF-9-210	PRC	PRC	16 Years
Damaged/Expired Supply Log	CSF-9-62	PRC	PRC	16 years

References:

- FIN-003.04-POL Delegation of Authority Policy
- PROC-001.01-POL Procurement Policy

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Exhibit 1: SRC Lung Recovery Bag Inventory List

CSF-9-68



SRC LUNG RECOVERY BAG INVENTORY LIST	
ITEM NAME	MINIMUM QUANTITY
Perfusion Tubing (Either Dual Spike or Quad Spike))	2
Tourniquet Kits	3
3M Steri-Drape Isolation Bags	9
Pour Spouts	3
Specimen Containers – 90 ml (Sterile)	3
Specimen Trap – 40 ml	4
Slip Tip Syringe – 30 ml	2
Linear Staplers	2
Linear Reloads	6
Venous Return Cannulas (sizes 12, 16, 20, 24)	8 (2 of each size)
Microbiology Requisitions	5
Security Locks	3
Cable Ties	2
Hammer	1
Packing Slips	4
Biohazard Bags	10
Xvivo Click Adaptor	3
10 cc Preloaded Normal Saline Solution Syringes	3
21 g PrecisionGlide & 18 g Blunt Fill Needles	4 (each)
Red Top Tubes & EDTA Tubes	2 (each)
ACD Blood Tubes	4

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Exhibit 2: SRC Heart Recovery Bag Inventory List

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SRC HEART RECOVERY BAG INVENTORY LIST	
ITEM NAME	MINIMUM QUANTITY
Perfusion Tubing (Either Dual Spike or Quad Spike)	2
Tourniquet Kits	3
Cardioplegia Extension	3
Organ Container – 1000 ml (Sterile)	2
Pour Spouts	3
Specimen Containers – 90 ml (Sterile)	3
Organ Bags	6
Aortic Root Cannula - 12GA (Adult)	3
Aortic Root Cannula - 18GA (Paediatric)	3
Microbiology Requisitions	5
Security Locks	3
Hammer	1
Packing Slips	4
Biohazard Bags	10
Pressure Bags	3
Red Top Tubes & EDTA Tubes	2 (each)
ACD Blood Tubes	4



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Exhibit 3: SRC Abdominal Recovery Bag Inventory List

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SRC ABDOMINAL RECOVERY BAG INVENTORY LIST	
ITEM NAME	MINIMUM QUANTITY
Perfusion Tubing(Dual Spike or Quad Spike)	4
Cardioplegia Extensions	3
Organ Container – 1000 ml (Sterile)	4
Pour Spouts	5
Specimen Containers – 90 ml (Sterile)	5
Organ Bags	15
Linear Cutters	2
Linear Cutter Reloads	9
Venous Return Cannulas (sizes 12, 16, 20, 24 & 32)	8 (2 of each size)
<u>24F Arterial Perfusion Cannula w/Bump</u>	2
Feeding Tubes – Paediatric	3
Luer Lock Syringe – 60 ml	2
Miscellaneous Requisitions	5
Security Locks	5
Cable Ties	2
Hammer	1
Packing Slips	10
Biohazard Bags	10
Pressure Infusers	2
Red Top Tubes & EDTA Tubes	2 (each)
ACD Blood Tubes	4



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Exhibit 4: SRC Pump Bag Inventory List

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SRC PUMP BAG INVENTORY LIST	
ITEM NAME	MINIMUM QUANTITY
Pour Spouts	5
Kidney Transporter Perfusion Packs	2
Seal Rings (7 x 20)	4
Seal Rings (10 x 35)	4
Universal Seal Ring Cannula – 3 mm, 5 mm, 7 mm, 9 mm	4 of each
Cannula Couplers	4
Sterile Drapes	4
Miscellaneous Requisitions	5
Tamper Proof Labels	5
Cable Ties	4
Packing Slips	10
Biohazard Bags	10
Sterile Specimen Containers (90 ml)	2
Power Cable	1
Tamp Proof Seals	5



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Exhibit 5 SRC All Organ Recovery Bag Inventory List

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SRC ALL ORGAN BAG INVENTORY LIST	
ITEM NAME	MINIMUM QUANTITY
Perfusion Tubing (Dual Spike or Quad Spike)	6
Tourniquet Kits	3
Cardioplegia Extension	4
Organ Container – 1000mL	6
3M Steri-Drape Isolation Bags	9
Pour Spouts	12
Specimen Containers – 90 mL (Sterile)	8
Organ Bags	25
Specimen Trap – 40 mL	4
Slip Tip Syringe –30 mL	2
Aortic Root Cannula – 12GA (Adult)	3
Aortic Root Cannula – 18GA (Pediatric)	3
Linear Staplers (TA)	2
Linear Reloads (TA)	6
Linear Cutters (GIA)	2
Linear Cutter Reloads (GIA)	9
Venous Return Cannulas (sizes 12, 16, 20, & 32)	6 (2 of each)
Venous Return Cannulas (Size 24)	5
24F Arterial Perfusion Cannula w/Bump	2
Feeding Tubes – Pediatric	3
Luer Lock Syringe – 60 mL	2
Microbiology Requisitions	10
Security Locks	8
Cable Ties	4
Hammer	1
Packing Slips	15
Biohazard Bags	20
Pressure Infusers	4
Pour Spout Filter	6
Red Top Tubes & EDTA Tubes	2 (each)
ACD Blood Tubes	4

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Exhibit 6: SRC Recovery Bag Inventory Checklist Page 1

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MONTHLY SRC RECOVERY BAG INVENTORY CHECKLIST

SURGICAL SUPPLY	HEART			LUNG			ABDOMINAL			PUMP			ALL ORGANS							
	#	1	2	3	#	1	2	3	#	1	2	3	#	1	2	3	#	1	2	3
Bag Insert - Contents	1				1				1				1				1			
Slip Tip Syringe - 30ml	0				2				0				0				2			
3M Organ Bags	0				9				0				0				9			
Luer Lock Syringe - 60ml	0				0				2				0				2			
Aortic Root Cannula - Adult	3				0				0				0				3			
Aortic Root Cannula - Ped	3				0				0				0				3			
Organ Bags	6				0				15				0				25			
Staplers	0				2				0				0				2			
Stapler Reloads	0				6				0				0				6			
Linear Cutters	0				0				2				0				2			
Cutter Reloads	0				0				9				0				9			
Specimen Containers - 1000ml	2				0				4				0				6			
Specimen Containers - 90ml	3				3				5				2				8			
Feeding Tube - Paediatric	0				0				2				0				2			
Perfusion Tubing Tx	2				2				4				0				6			
Cardioplegia Extension	3				0				3				0				4			
Pour Spouts	3				3				5				5				12			
Xvivo Click Adaptor	0				3				0				0				0			
Specimen Trap	0				5				0				0				4			
Tourniquet Kits	3				3				0				0				3			
Venous Return Catheter (sz 12)	0				2				2				0				2			
Venous Return Catheter (sz 16)	0				2				2				0				2			
Venous Return Catheter (sz 21)	0				2				2				0				2			
Venous Return Catheter (sz 24)	0				2				2				0				4			
Venous Return Catheter (sz 32)	0				0				2				0				2			
24F Arterial Cannula w/Bump	0				0				2				0				2			
Sterile Drape	0				0				0				5				0			
SealRingCannula 3,5,7,9 (Each)	0				0				0				4				0			
SealRing (7 x 20)	0				0				0				4				0			
SealRing (10 x 35)	0				0				0				4				0			
Cannula Coupler	0				0				0				4				0			
Perfusion Circuits	0				0				0				2				0			
Cable Ties	0				2				2				4				4			
Security Locks	3				3				5				0				8			
Packing Slips	4				4				10				10				15			
Biohazard Bags	10				10				10				10				20			
Miscellaneous Lab Requisitions	5				5				5				5				10			
Hammer	1				1				1				0				1			
Power Cord for Pump	0				0				0				1				0			
Pressure Infusers	4				0				2				0				4			
10cc Saline Syringes	0				4				0				0				4			
21 gauge needles (green)	0				4				0				0				4			
18 gauge needles (red)	0				4				0				0				4			
Blood EDTA/Red Top (Each)	2				2				2				2				2			
Blood ACD	4				4				4				4				4			

Inventory Completed By: _____ Date: _____ September 25, 2024



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Exhibit 7: Damaged / Expired Supply Log

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DAMAGED / EXPIRED SUPPLY LOG

DATE	SUPPLY NAME	DISTRIBUTOR NOTIFIED (IF REQUIRED)	QUANTITY	LOT #	INITIALS



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Exhibit 8: SRC Weekly Inventory/Expiry Checklist

SRC WEEKLY INVENTORY / EXPIRY CHECK

CSP-210

Inventory Completed: DD / MM / YY

Inventory Personnel: Last Name, First Name

SUPPLIES TO ORDER

Product	Location	Minimum Amount in Fridge / Shelf	Fridge/Freezer/ Shelves have minimum quantity?	If below minimum indicated in previous column, has item been ordered?	Expected Delivery Date
Servator H - 1L	Fridge	2 Full Fridges Shelves			
Prostin VR 5mL Vials (500 mcg/mL)	Fridge	10 full boxes			
Servator B - 1L	Fridge / Shelves	2 full fridge shelves & 4 bins			
Servator B - 2L	Fridge / Shelves	2 full fridge shelves & 4 bins			
Servator M - 1L	Fridge / Shelves	1 full fridge tray & 1 bin			
Perfadex Plus - 1L	Fridge / Shelves	1 full fridge tray & 3 bins			
Perfadex Plus - 3L	Fridge / Shelves	2 full fridge trays & 3 bins			
LifePort Perfusion Pack	Shelves	20 eaches			
7mm Universal Sealing	Bins on Shelves	1 bin			
Seal Ring 7 x 20	Bins on Shelves	1 bin			
Slush	Freezer / Shelves/ Bins	Freezers full & shelves full & 4 bins			
Dual Spike Perfusion Lines	Bins on Shelves	3 bins			
Quad Spike Perfusion Lines	Bins on Shelves	3 bins			
90mL Specimen Container	Bins on Shelves	2 bins			
1000mL Specimen Container	Bins on Shelves	4 bins			
Organ Bags	Bins on Shelves	2 bins			
Linear Cutters	Bins on Shelves	1 bin			
Cutter Reloads	Bins on Shelves	1 bin			
Staplers	Bins on Shelves	2 bins			
Stapler Reloads	Bins on Shelves	2 bins			
Venous Return Catheter 24	Bins on Shelves	1 bin			
Venous Return Catheter 12	Bins on Shelves	1 bin			
Other:					
Other:					
Additional Comments					

EXPIRATION DATES

Product	Earliest Expiry Date	# Expired Items Removed	Lot # of Expired Items Removed	Comments
Yellow (ACD) Tubes	DD / MM / YY			
Pink / Lavender (EDTA) Tubes	DD / MM / YY			
Red Tubes	DD / MM / YY			
Other:	DD / MM / YY			
Other:	DD / MM / YY			

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Exhibit 9: Quarterly SRC Inventory Checklist Page 1

SRC QUARTERLY INVENTORY

Inventory Completed: _____

Inventory Personnel: _____

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Product	U of M	Number of Bins per each Bin	Qty per bin	Inventory in full bins	Minimum	Maximum	Fridge/Freezer has minimum quantity?	Unexpired Stock			Expired/Damaged Stock		Lot # of Expired Items	Earliest Expiration Date (MM/YY)	Need to order more? (Y/N)	Quantity to be Ordered	Expected Delivery Date	Comments	
								Each	Bins	Boxes	Each	Boxes							
SOLUTIONS																			
Servator B - 1L	Bx of 10	5	20	100	2 full fridge shelves & 4 bins	2 full fridge shelves & 5 bins							EA	Bx					
Servator B - 2L	Bx of 5	6	10	60	2 full fridge shelves & 4 bins	2 full fridge shelves & 6 bins							EA	Bx					
Servator M - 1L	Bx of 10	2	20	40	1 full fridge shelf & 1 bin	1 full fridge shelf & 2 bins							EA	Bx					
Servator H - 1L	Bx of 10				2 full shelves	3 full shelves							EA	Bx					
Perfadex Plus- 1L	Cs of 10	5	20	100	1 full fridge tray & 3 bins	1 full fridge tray & 5 bins							EA	Bx					
Perfadex Plus- 3L	Cs of 2	6	10	60	2 full fridge trays & 3 bins	2 full fridge trays & 6 bins							EA	Bx					
Tis-U-Sol (HSC vial & valves)	Bx of 12				3 bottles	6 bottles							EA	Bx					
Slush	Cs of 6	8	20	160	Freezers full & Shelves Full & 4 bins	Freezers full & Shelves Full & 8 bins							EA	Bx					
Prostin VR 5mL Vials (500 mcg/mL)	Bx of 5				10 boxes	25 Boxes							EA	Bx					
NEEDLES / SYRINGES																			
Slip Tip Syringe (30 mL)	Bx of 56	2	1 bin of 20 1 bin of 60	80	1 Bin	2 Bins							EA	Bx					
Latex Free Syringe (60 mL)	Bx of 40	2	1 bin of 20 1 bin of 60	80	1 Bin	2 Bins							EA	Bx					
10 mL Prefilled Saline Syringe	Bx of 30	2	1 bin of 20 1 bin of 60	80	1 Bin	2 Bins							EA	Bx					
Precision Glide Needle (Green 21G 1 1/2")	Bx of 100				1 Box	3 Boxes							EA	Bx					
Blunt Fill Needle - Filtered (Red 18G 1 1/2")	Bx of 100				1 Box	3 Boxes							EA	Bx					
Disposable Core Biopsy Instrument (18G x 16cm)	Bx of 10	1	10	10	1 Bin	2 Bins							EA	Bx					
TRIPIN'S																			
Quad Spike Perfusion Lines (2 spike)	Bx of 10	5	10	50	3 Bins	5 Bins							EA	Bx					
Quad Spike Perfusion Lines (4 spike)	Bx of 10	5	10	50	3 Bins	5 Bins							EA	Bx					
Cardiopella Extension	Bx of 25	3	20	60	2 Bins	3 Bins							EA	Bx					
Feeding Tube- Pediatric	Bx of 60	2	40	80	1 Bin	2 Bins							EA	Bx					
STAPLERS																			
Staplers	Bx of 3	3	10	30	2 Bins	3 Bins							EA	Bx					
Stapler Reloads	Bx of 12	2	1 bin of 20 1 bin of 60	60	1 Bin	2 Bins							EA	Bx					
Linear Cutters	Bx of 3	3	10	30	2 Bins	3 Bins							EA	Bx					
Linear Cutter Reloads	Bx of 12	2	1 bin of 20 1 bin of 60	60	1 Bin	2 Bins							EA	Bx					



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Exhibit 10: Organ or Bag Inventory Deferral Form



Trillium
Gift of Life
Network

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Toronto, Ontario M5G2C9
Tel: 416 363-4001
Fax: 416 363-4002
Website: www.giftoflife.on.ca

CSF-9-03

Organ or Bag Inventory Deferral Form

Week or Month:

SRC:

For the week/ month (circle) above, the inventory for organ supplies was not able to be completed due to:

- Increased case activity
- Other extenuating circumstances

A visual inventory was completed to identify any emergent needs for re-ordering, and as always all supplies were visually inspected prior to use on a case.

- I have informed my manager about the inability to complete a detailed inventory this week/ month (circle)

Signature: _____