

Clinical Process Instruction Manual

Tissue 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 instruments, supplies and reagents required for recovery of tissues. Accordingly, TGLN has implemented processes for receipt, storage, handling and subsequent approval/rejection of instruments, reagents and supplies used in recovery, packaging and labeling. TGLN conducts a regular inventory to review instruments, reagents and supplies for the purposes of maintaining adequate levels of instruments, supplies and reagents in storage. During the inventory, instruments, supplies and reagents are also checked to ensure that they are not damaged or expired. Instruments, supplies and reagents can be classified as either critical or non-critical. A definition of these terms is provided in *Tissue Critical Supply Inspection and Storage Process Instruction, CPI-9-522*.

The tissue recovery supplies inventory and ordering process is coordinated by the Inventory Assistant (IA) or designate.

Process:

Inventory of Supplies

1. On a weekly basis, a Tissue Recovery Coordinator (TRC) or IA who is on a scheduled shift will conduct a visual check of tissue supplies, forms, reagents and instruments stored in designated supply storage areas.
2. If while conducting an inventory or at any time, the TRC, IA, or designate discovers any damaged product/packages or expired supplies, he/she removes the supply from storage, places the product in a separate area labelled with a QUARANTINE sticker and logs it on the Damaged/Expired Supply Log (Exhibit 1). The TRC and IA or designate will also remove any supplies that are expired on the date of Expiry and make a note of this on the same Damaged/Expired Supply Log. The TRC or IA will notify other TRCs of these items so that they may be used as soon as possible.

The IA or designate will review the Damaged/Expired Supply Log and make a determination on the disposition of the product. The IA or designate will work with the TRCs when necessary to accomplish the physical disposition of any damaged/expired items. Any actions taken will be noted on the form and the form stored in a binder or filed electronically.

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Ordering Supplies

3. The IA or designate will review the inventory balances, identify any items in low supply or with extended delivery lead times and determine what items should be ordered at this time and confirm current pricing with vendors.
4. IA raises a purchase order in accordance with *Tissue Purchase Order Process Instruction, CPI-9-560*.

Receiving of Supplies

5. During business hours, when supplies are delivered, the staff will direct the items be placed in the receiving room under quarantine. Critical supplies can be received after hours and should be placed inside the red square marked on the floor in the hallway area between the Reception door and the Clinical Receiving/Storage Door on the north wall.
6. The IA will unpack the contents of the delivered boxes and verify the contents against the packing slip and the photocopy of the purchase order referenced on the packing slip. Each item will be checked off as received and, if necessary, the manufactured date or the expired date will be written on the packing slip. Any discrepancies between the packing slip and the delivered items are to be highlighted. The receiving IA or TRC will sign and date the packing slip and take it with the photocopy of the purchase order to the IA or designate.
7. The IA or designate determines if any of the received supplies are critical or non-critical. For critical supplies, the TRC follows the requirements of *Tissue Critical Supply Inspection and Storage Process Instruction, CPI-9-522*.
8. The IA is responsible for placing the supplies in the appropriate tissue supply storage location based on the following guidelines:
 - 8.1. If sufficient room is available in the sterile area, supplies will be placed on the appropriate shelves, with the new stock placed behind the current stock
 - 8.2. If a supply does not bear an expiry date or a manufacturing date, it shall be labelled with its date of acquisition.
 - 8.3. If a supply has an expiry date, the supply with the earliest expiry date will be placed in front of product with later expiry dates
 - 8.4. Product must be removed from any corrugated (brown) overpack in order to be placed in the sterile area.

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- 8.5. Any product that must remain in corrugated (brown) overpack must be stored in the receiving room.
9. Upon receiving the appropriate paperwork, the IA or designate will update the master inventory record accordingly. Paperwork will then be processed according to existing guidelines and be passed to Finance for payment.
10. If damaged supplies or reagents are received, the IA or designate is responsible for notifying the vendor(s) and arranging for replacement or credit, as appropriate.

Records:

Record Name	Form No. (if applicable)	Record Holder	Record Location	Record Retention Time (as a minimum)
Damaged/Expired Supply Log	CSF-9-62	Tissue Department	Tissue Department	16 years

References:

- Standards for Tissue Banking, American Association of Tissue Banks, United States. D6.110, K1.300 (K2.000 5).
- Tissue Critical Supply Inspection and Storage, CPI-9-522*
- Tissue Purchase Order, CPI-9-560*



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Exhibit 1: Damaged/Expired Supply Log

CSF-9-62



DAMAGED / EXPIRED SUPPLY LOG

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