

PUR: Policy and Procedures

Policy

4.6.1

This policy is applicable only to the purchasing of laboratory supplies and services that affect the quality of laboratory tests. The quality of such supplies and services must meet or exceed the quality specified in the laboratory technical manuals.

The laboratory shall follow requirements of the Sacramento County Department of General Services Contract and Purchasing Services when purchasing laboratory services and supplies. Refer to the laboratory Administrative Services Officer (ASO) for guidance.

The Laboratory Director shall approve the ordering of services and supplies.

4.6.3

Each laboratory unit shall appoint at least one staff member as ordering coordinator who is responsible for

- Identifying supplies to be ordered
- Completing and submitting the order form to the Laboratory Director
- Ensuring the quality of purchased supplies meets or exceed the quality specified in the their respective technical manual
- Proper storage of supplies in their respective units.

The Administrative Services Officer or designee is responsible for

- Establishing contracts for services
- Ordering and receiving requested supplies
- Inspecting purchased supplies against purchasing documents.

4.6.4

Suppliers of critical consumables, supplies and services that affect the quality of laboratory tests shall be evaluated prior to purchase. Records (*Vendor Evaluation Forms*, vendor ISO compliance certificates) of evaluated and approved vendors shall be maintained by the Quality Manager with copies provided to the laboratory's Administrative Services Officer.

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Critical consumables, supplies and services 4.6.4

Critical consumable, supplies, or services are supplies, services, or consumables that require traceability to SI units and some items needed for DNA analysis. See the appropriate technical procedure for more information. Examples of critical consumables and supplies include:

- Rulers traceable to S.I. units
- Weights traceable to S.I. units
- Potassium dichromate traceable to S.I. units
- Commercial DNA kits

Procedure for ordering supplies

This is the procedure to be followed by the ordering coordinator for the ordering of supplies, reagents, and consumable materials that affect the quality of tests or calibrations.

4.6.1

4.6.3

Step	Action
1	Complete the <i>Laboratory Order Form</i> and ensure the quality levels are specified on the form. NOTE: Ensure the suppliers of the critical consumables, supplies, and services are laboratory approved. If the supplier is not approved, the ordering coordinator shall complete a <i>Vendor Evaluation Form</i> and submit the form to the Quality Manager for approval.
2	Submit the <i>Laboratory Order Form</i> to the Laboratory Director for review and approval. NOTE: Upon approval, the Laboratory Director will forward the form to the Administrative Services Officer for purchasing.
3	After receiving supplies from the ASO or designee, ensure the quality of purchased supplies meets or exceed the quality specified in the respective technical manual. IMPORTANT: Ensure the ASO is immediately notified of discrepancies between supplies ordered and supplies received.
4	Mark all purchased supplies with date of receipt and initials.
5	Store supplies in a manner that maintains their quality at an acceptable level, such as refrigeration or in darkness.

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Procedure for inspecting supplies

This is the procedure to be followed by the ASO or designee for inspecting items upon receipt of purchased supplies, reagents, and consumable materials.

4.6.2

Step	Action
1	Inspect purchased items upon receipt against the vendor's packing slip. Date and initial packing slip.
2	Cross-reference the vendor's packing slip against the <i>Laboratory Order Form</i> . NOTE: The ASO shall maintain completed order records. IMPORTANT: Ensure the vendor is promptly notified of discrepancies between supplies ordered and supplies received.

Order records retention

The laboratory will retain order records for at least one accreditation cycle (5 years).

Use of instruments and equipment

Instruments and equipment are intended for official laboratory business only, unless approval from a supervisor is obtained for other uses.

Use of supplies

Supplies will only be used for official laboratory business, unless approval from a supervisor is obtained for other uses. This includes, but is not limited to the following:

- biological evidence collection kits
- glassware
- instrumentation
- standard scientific supplies