Ministry of Medical Services &
Ministry of Public Health and Sanitation

STANDARD OPERATING PROCEDURES FOR EFFECTIVE MANAGEMENT OF LABORATORY COMMODITIES

NOVEMBER 2012

USAID
FROM THE AMERICAN PEOPLE

MSH Health Commodities and Services Management

RECOMMENDED CITATION

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November 2012. Standard Operating Procedures for Effective Management *of Laboratory Commodities.*

Ministry of Medical Services and Ministry of Public Health & Sanitation Nairobi, Kenya

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FOREWORD

Laboratory commodities form one of the key pillars of any functional healthcare service. Availability and access to quality laboratory commodities is critical in this era because of the need to diagnose , treat and prevent emerging and re-emerging infections; concerted efforts to fight TB/ HIV and other opportunistic infections as well as surveillance and control of diseases of public health importance. However in most facilities availability and access to lab commodities is limited due to various challenges. These challenges include limited resources for procumbent of lab commodities, poor record keeping and inventory management practices leading to improper quantification, losses and wastages.

To address some of these gaps and ensure effective management of lab commodities, the Ministries of Health and other stake holders developed Standard Operating Procedures (SOPs) on lab commodity management for use by lab staff at all levels of care.

It is also hoped that, these SOPs will also strengthen accountability for laboratory commodities and promote quality of the same. We also wish to acknowledge the invaluable support and contribution of staff of the Ministry of Medical Services, Ministry of Public Health & Sanitation , USAID Kenya, EDARP, CDC, MSH/ HCSM and KMTC in the development and finalization of this document.

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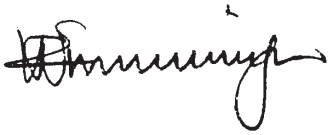

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CONTENTS

ACRONYMS AND ABBREVIATIONS

AFB	Acid-Fast Bacilli
AIDS	Acquired Immune Deficiency Syndrome
AMC	Average Monthly Consumption
AMR	Antimicrobial resistance
ART	Antiretroviral Therapy
CD4	Cluster of Differentiation Number 4
CD8	Cluster of Differentiation Number 8
DAR	Daily Activity Register
D-CDRR	District Consumption Data Report and Request form
DH	District Hospital
DMLT	District Medical Laboratory Technologist
FBC	Full Blood Count
FBO	Faith Based Organization
F-CDRR	Facility Consumption Data Report and Request
FEFO	First to expire, first out
FIF	Facility Improvement Fund
FIFO	First in, first out
HCSM	Health Commodities & Services Management program
HIV	Human Immunodeficiency Virus
KEMSA	Kenya Medical Supplies Agency
LMIS	Logistics Management Information System
LMU	Logistics Management Unit
M&E	Monitoring and Evaluation
MOMS	Ministry of Medical Services
MOPHS	Ministry of Public Health and Sanitation
MSH	Management Sciences for Health
MTP	Monitoring, Training and Planning
OJT	On Job Training
NASCOP	National AIDS & STI Control Programme
NPHLS	National Public Health Laboratory Services
PGH	Provincial General Hospital
PLWHA	People Living with HIV & AIDS
PITC	Provider initiated counseling and testing
PMLT	Provincial Medical Laboratory Technologist
PMTCT	Prevention of mother to child transmission
RDT	Rapid Diagnostics Tests (Malaria)
S11	Counter Requisition and Issue Voucher
S12	Issue and Receipt Voucher
SCMS	Supply Chain Management System
SOPs	Standard Operating Procedures
STD	Sexually Transmitted Diseases
TB	Tuberculosis
TOTs	Trainers of Trainers
USAID	United States Agency for International Development
VCT	Voluntary Counseling and Testing

Laboratory Commodity Management Standard Operating Procedure
SOP Title: Reporting and Requesting Laboratory commodities
Procedure Number: 1
Date Approved: November 2012 Approved by: Ministries of Health

1. Objective

To describe the procedure for reporting on and requesting for Laboratory commodities.

2. Responsible Persons

2.1. The facility staff member in charge of managing Laboratory commodities

2.2. DMLT

3. Tools Needed *(Refer to appendices)*

3.1 Daily Activity Register for Laboratory commodities (DAR) MOH 642 or any other consumption record (manual or electronic)

3.2 Facility Consumption Data Report and Request for Laboratory commodities (FCDRR) MOH 643

3.3 Stock Control Card / Laboratory Stock card / Bin card (S5)

3.5 Laboratory Top-up forms

3.6 Expiry Tracking Chart for Laboratory reagents and consumables

4. Procedure

4.1. Procedure for reporting and requesting Laboratory commodities
For each of the testing sites within the facility, the staff member in charge of managing Laboratory commodities shall

4.1.1 Conduct a physical stock count for every commodity at the end of every month to obtain
(a) stock on hand,
(b) days out of stock, and
(c) commodities with less than 6 months to expiry.

4.1.2 Sum up total quantities of each Laboratory commodity used during the reporting period as indicated in the DAR or other consumption record to obtain consumption.

> Note: For those facilities using electronic tools, e.g. Lab Inventory Tracking Tool, refer to the User's manual
> for instructions on how to obtain the month's consumption data and closing balance for each item.

4.1.4. Complete the FCDRR after aggregating the data from all testing sites according to instructions provided in the inner front page of the FCDRR (see page 62).

4.1.5. Send the original and duplicate copies of the FCDRR to the DMLT by 5th of every month. The triplicate copy will remain
at the facility for future reference.

The DMLT shall:
4.1.6 Review the FCDRR and endorse it
4.1.7 Send the original copy of the FCDRR by hand, courier, email, fax and mail to the following address to reach by the 10th
of each month:

Address:
Logistics Management Unit,
KEMSA,
13 Commercial Street, Industrial Area,
P. O. Box 47715-00100 GPO,
Nairobi.
Tel: 020 2034742/3, 020 3922000/2460213
Fax: 020 2922400
Mobile: 0726 618520/1, 0733 606600

To send by Courier: Bob Morgan Security (BM) account number KLMU 01.
Email address is as follows: lab@kemsa.co.ke

5. Management of Tools

5.1. Original Copy

5.1.1. The original copy of the FCDRR is sent to the KEMSA/Logistics management unit (LMU) through the DMLT.

5.1.2. The second copy/duplicate of the Facility CDRR is retained by the DMLT for future reference and decision-making

5.1.3. The third copy /triplicate of the FCDRR shall remain in the facility as the book copy.

Laboratory Commodity Management Standard Operating Procedure	
SOP Title: Receiving Laboratory Commodities	
Procedure Number: 2	
Date Approved: November 2012	Approved by: Ministries of Health

1. Objective

To describe the procedure for receiving Lab commodities at the facility.

2. Responsible Persons

2.1. The facility staff member in charge of managing Laboratory commodities or his/her designated proxy.

3. Tools Needed *(Refer to appendices)*

3.1 Delivery documents (Supplier's Delivery note, Transporter's delivery note, Packing list, Issue and Receipt voucher-S12, Counter Issue and receipt voucher - S11) or S13 (Counter Receipt voucher)

3.2. Facility Consumption Data Report and Request for Lab commodities (FCDRR) MoH643 or other requesting forms

4. Procedure

While the transporter is there, the designated/authorized staff shall:

4.1. Confirm that the delivered Lab commodities are accompanied by appropriate delivery documents (e.g. delivery note, packing list, Issue and Receipt voucher S12, Counter Issue and receipt voucher S11, S13)

4.2. Countercheck that the number of boxes/cartons indicated on the delivery documents matches the number of boxes/cartons delivered.

4.3 Inspect and check the shipment for the following discrepancies:

- Open boxes / cartons or those with tampered / broken seals
- Cold chain conditions were met

4.4. Document the quantities of boxes/cartons received, discrepancies noted and/or quality concerns on the transporter's delivery note.

4.5. Endorse the transporter's delivery note with name, signature, date, and stamp and retain a copy at the facility store.

4.6. Place the packages in quarantine, ensuring that cold chain items are stored appropriately.

4.7. Open all the packages/boxes/cartons and inspect for the following:-

- Quantities delivered against quantities specified in the supplier's Delivery note to check for:
  * *Items received that were not ordered or listed on the delivery documents*
  * *Items listed on the order form/delivery document that are missing from the shipment*
  * *Excess items*
- Broken, cracked or leaking bottles or bottles with broken seals
- Items that have inadequate/ineligible or missing labels
- Commodities with less than 6 months to the expiry date (unless the facility is able to consume the commodities before the expiry date)
- Commodities that have already expired
- Requirements from the order that have not been met

4.8. Set aside all unusable items and notify the supplier immediately for exchange, credit or disposal

4.9. Document any discrepancies noted in 4.7 on the supplier's delivery note

4.10. Endorse the supplier's delivery document with name, signature, date, and stamp and retain a copy at the facility store. If there are any discrepancies, have a witness countersign and date.

4.11. Store Lab commodities according to Procedure Number 3 on Storage of Lab Commodities

5. Management of Tools

Delivery notes

5.1.The suppliers delivery note is usually in triplicate. The facility should sign all copies. A copy shall be retained and filed at the facility, the second copy goes with the transporter while the original copy is sent to the supplier

Laboratory Commodity Management Standard Operating Procedure	
SOP Title: Storage of Lab Commodities	
Procedure Number: 3	
Date Approved: November 2012	Approved by: Ministries of Health

1. Objective
To describe the procedures and good storage practices of Laboratory commodities.

2. Responsible person
2.1. The facility staff member in charge of managing Laboratory commodities or his/her designated proxy.

3. Tools Needed *(Refer to appendices)*
3.1. Stock Control Card / Laboratory Stock card / Bin card (S5)
3.2. Temperature monitoring chart(+2 to +8 oC)
3.3. Temperature control log
3.4. Thermometer
3.5. Expiry Tracking Chart for Laboratory reagents and consumables

4. Procedure

The designated/authorized staff shall:
4.1. Record quantities of all received Laboratory commodities in the Stock Control Card / Laboratory Stock card / Bin card (S5) . Each lab commodity type should have its own lab stock control card
4.2. Update chart to track expiry dates of Laboratory commodities according to Procedure Number 4.
4.3. Ensure that heat sensitive items are stored according to manufacturer storage specifications upon receipt.
4.4. Storage Areas
4.4.1. Store Laboratory commodities in a clean, well ventilated, dry room that is free from pests
4.4.2. Protect Laboratory commodities from direct exposure to sunlight

4.4.3. Protect Laboratory commodities from moisture by ensuring that there is adequate drainage and that there are no leaking roofs or ceilings

4.4.4. Limit access to storage areas to authorized persons and keep storage areas under lock and key. Designated authorized staff shall keep keys to storage areas in a secure location.
4.4.5. Place bulky products on pallets. No products should have direct contact with the floor.
4.4.6. Ensure easy access to functional fire equipment and train staff on how to use them.

4.5. Stock Arrangement

4.5.1 Arrange Laboratory commodities in appropriate designated zones alphabetically.

4.5.2. Arrange Laboratory commodities using first expiry first out (FEFO) principle where expiry dates are indicated.
4.5.3. Arrange Laboratory commodities using first in first out (FIFO) principle where expiry dates are not applicable e.g. microscope slides, polypots etc.
4.5.4. Place stock control cards next to the corresponding products at all times.
4.5.5. Arrange bulky cartons on pallets with arrows pointing up and with Labels, dates and manufacturers names clearly visible.
4.5.6. Stack bulky cartons on pallets at least 10 cm off the floor, 30 cm away from walls and other stacks and no more than 2.5 m high to avoid crushing.
4.5.7. Clearly label the storage zones with cautionary labels where applicable i.e. flammable, corrosive and inflammable.

4.6. Monitoring Temperature

4.6.1. Maintain a functional thermometer in the commodities store, Laboratory working area, cold rooms/refrigerator.
4.6.2. Assign one staff member on a permanent or rotational basis to monitor and record temperature of Laboratory commodities storage areas.
4.6.3. Check the temperature of the refrigerators, cold room and the Laboratory working area TWICE DAILY in the morning and the evening.
4.6.4. Record the temperature in Temperature Control Logs and t temperature monitoring chart(+2 to +8 oC)

Note:
Acceptable temperature range for the Laboratory storage areas are:
- Room temperature: 18–25 oC.
- Cold Storage refrigerator temperature: 2–8 oC
- Freezing temperature: up to minus- 80 oC

4.6.5. Report temperatures that are not within acceptable range to the authorized person in charge or his/her proxy IMMEDIATELY.
4.6.6. Check to ensure that the air-conditioning system or fan is working effectively on a daily basis.
4.6.7. Report any problems with air conditioning or fans to the authorized person in charge or his/her proxy IMMEDIATELY.

5. Storage of Tools

5.1. Place stock control cards next to the corresponding products at all times. Filled up cards shall be filed alphabetically and chronologically
5.2. A temperature log for the cold room or refrigerator shall be affixed on the door of the cold room or refrigerator in clear view at all times
5.3.A temperature log for the Laboratory working area and commodity storage areas should be hung on the wall next to the thermometer and be in clear view at all times.
5.4. Filled-up temperature logs and stock control cards shall be filed chronologically and kept in a designated area

Laboratory Commodity Management Standard Operating Procedure	
SOP Title: Tracking Expiry dates of Laboratory Commodities	
Procedure Number: 4	
Date Approved: November 2012	Approved by: Ministries of Health

1. Objective

To describe the procedure for tracking the expiry dates of Laboratory commodities in order to avert expiries.

2. Responsible Persons

2.1. The facility staff member in charge of managing Laboratory commodities or his/her designated proxy.

3. Tools Needed *(Refer to appendices)*

3.1. Expiry Tracking Chart for Laboratory reagents and consumables
3.2. Erasable Marker Pen or stickers

Note:
- The Expiry Tracking Chart for Laboratory reagents and consumables is designed to be reusable.
- Use an erasable marker pen or stickers. DO NOT USE A PERMANENT MARKER. If you use a permanent marker, you will need to use spirit or other ink removers to erase the entries.
- The chart has three columns for three years. The first column should be used for the current year and the other two for the following two consecutive years. Fill in the corresponding years.
- At the beginning of each year, delete the old year. Thereafter shift the originally second year to become the first year. Finally, add the subsequent two years in the remaining two columns.

4. Procedure

The staff in charge of the Lab commodities or his/her designated proxy shall
4.1. Write the name of the product in the column marked “Commodity”.

4.2. Indicate the batch number of the product in the second column. This column has space to list up to three different batches or lot numbers.
If you have more than three batches/lots, record the three that have the shortest expiry.
4.3. Indicate the expiry date for each of the 3 batches listed.

4.4. Mark the month and year when the commodities expire (in the correct year/month column) using a **bold red X or sticker**

4.5. Mark the month and year when the commodities will reach 3 months prior to expiry date (in the correct year/month column) using a **bold green X or sticker**

4.6. Take action 6 months prior to the expiry date by issuing, re-distributing or exchanging the short-dated commodities.

4.7. Erase the entry from the chart once the short-dated product has been removed from stock and indicate the next batch to expire.

Note:

- If a commodity is to expire after the three years covered on the chart, do not enter it on the chart. Wait until it is within three years expiry then enter the details of the reagents accordingly.
- If a commodity has a shorter shelf-life than 6 months (e.g. hematology controls), adjust the timelines accordingly.
- You may need to use more than one chart, depending on the number of commodities and Laboratory commodity storage areas.

5. Storage of Tools

5.1. The Expiry Tracking Chart for Laboratory reagents and consumables should be hung on a wall in the Laboratory commodity storage area and should be visible at all times.

Laboratory Commodity Management Standard Operating Procedure	
SOP Title: Issuing Laboratory commodities within a facility	
Procedure Number: 5	
Date Approved: November 2012	Approved by: Ministries of Health

1. Objective

To describe the procedure for issuing Laboratory commodities from the main facility store / lab store to the Laboratory working area and other testing areas / service points within the same facility.

2. Persons Responsible

2.1. The facility staff member in charge of managing Laboratory commodities or his/her designated proxy.

2.2. Staff from other testing areas / service points who is in charge of requesting Laboratory commodities from the main facility store / lab store, or his/her designated proxy

3. Tools Needed *(Refer to appendices)*

3.1. Counter Requisition and Issue Voucher (S11), or an equivalent document
3.2 Stock Control Card / Laboratory Stock card / Bin card (S5)
3.3 Laboratory Top-up forms
3.4. Daily Activity Register for Lab commodities (MoH643), or other register.

4. Procedure

The designated staff authorized to request the Laboratory commodities shall

4.1. Determine the quantity required for each lab commodity using the data from the DAR (number of tests done, consumption, ending balance) as follows;

- Determine the weekly consumption of the commodity/s on order (WC) by counting the quantify used for the last 3 weeks and divide by 3
- Determine the stock remaining by physically counting the commodity under order (SOH)
- Subtract the SOH form the WC to get the required quantity to order (RQ).
- Order the RQ if the RQ only if the figure is positive

4.2. Complete a counter requisition and issue voucher (S11) or an equivalent document, or Laboratory Top-up forms

4.3. Endorse the S11 or an equivalent document with the date of requisition, their name, designation and signature

4.4 Forwards the S11 or an equivalent document to the main facility store / lab store.

The designated staff authorized to issue the stock in the main facility store / lab store shall

4.5. Verify the contents of the S11 or an equivalent document. On the Laboratory top-up form, compare the usage of the previous quantity issued to the testing area to the current quantity being ordered, to rationalize the order.

4.6. Issue the requested Laboratory commodities, if available, and update the relevant Stock Control Card / Laboratory Stock card / Bin card (S5)

4.7. Complete the S11 or equivalent document and endorses it with date, name and signature

4.8. Dispatches the requested Laboratory commodities to the relevant department accompanied by endorsed S11 or Laboratory Top-up forms.

The designated staff authorized to receive the stock in the Laboratory working area or other testing areas / service points shall

4.9.Check the identity and quantities of commodities issued against the quantities indicated in the S11 or an equivalent document, and endorse the S11 or an equivalent document with their name, designation, and signature.

4.10.Makes appropriate entries in the Daily activity register or other register or stock control cards.

5. Archiving of tools

5.1. The S11 is to be completed in triplicate

- The original copy is kept by the main facility store / Laboratory store
- The duplicate is retained and filed chronologically by date in the Laboratory working area or other testing areas.
- Triplicate remains in the S11 book.

5.2. Where a document equivalent to the S11 is used, ensure that copies are stored as in 5.1 above.

5.3. Current stock control cards shall be kept next to the corresponding product. Filled up stock control cards shall be filed alphabetically by commodity name in the store.

5.4. Daily Activity Register for Laboratory commodities shall be filed chronologically by date and kept in a designated area in the Laboratory.

Laboratory Commodity Management Standard Operating Procedure	
SOP Title: Issuing Laboratory Commodities from one facility to another	
Procedure Number: 6	
Date Approved: November 2012	Approved by: Ministries of Health

1. Objective

To describe the procedure for issuing Laboratory commodities between facilities.

2. Responsible persons

2.1. Issuing officer: Staff in charge of the Laboratory commodities at the issuing facility or his/her designated proxy

2.2. Requesting officer: Staff in charge of receiving Laboratory commodities at the requisitioning facility or his/her designated proxy.

2.3. Authorizing officer: Person authorized to approve requisitions or issues at the requisitioning or issuing facility.

3. Tools Needed *(Refer to appendices)*

3.1. Issue and Receipt voucher (S12). Where S12 is not available, facilities may use the Counter Requisition and Issue Voucher (S11) or an equivalent document.
3.2 Stock Control Card / Laboratory Stock card / Bin card (S5)

4. Procedure

The requesting officer shall
4.1 Determine the quantity required for each lab commodity using the data from the DAR (Number of tests done, consumption, ending balance

4.2. Fill a requesting document (S12, S11 or other equivalent document) containing the list and quantities of Lab commodities requested and submit it to an authorizing officer.

4.3 Ensure that the authorizing officer verifies the request and then instruct the issuing officer to issue the Laboratory commodities and update the appropriate records accordingly.

The issuing officer shall;
4.4 Verify the contents of the S12, S11 or an equivalent document.

4.5 Endorse the S11/S12 or equivalent document with their signature and date and dispatch the Laboratory commodities with the appropriate copy of the issuing document.

The requesting officer shall

4.6. Receive the goods according to Procedure number 3: Receiving Lab commodities

4.7 Append the signature on the S12/S11 copy and update the appropriate records accordingly.

5. Archiving of tools

5.1. The S12 document has six copies.

- The original is retained by issuing facility's store.
- The receiving facility receives the second and third copy.
- The fourth copy is sent to the receiving facility's accounts department.
- The fifth copy is sent to the issuing facility's accounts department.
- The sixth copy remains in the book.

5.2 S-11has three copies

- The issuing facility retain the original copy and files it chronologically for easy retrieval.
- The duplicate is retained by the receiving facility.
- The triplicate is left in the S11 book.

5.3. All requesting documents shall remain in the Laboratory store of the issuing facility filed chronologically by dates for easy retrieval and stored securely.

Laboratory Commodity Management Standard Operating Procedure	
SOP Title: Quantifying Laboratory commodities (how much to order)	
Procedure Number: 7	
Date Approved: November 2012	Approved by: Ministries of Health

1. Objective
To describe the procedure for quantification of Laboratory commodities at the health facility to determine quantities to order/request.

2. Responsible persons
2.1. The facility staff member in charge of managing Laboratory commodities or his/her designated proxy

3. Tools Needed *(Refer to appendices)*

3.1 Stock Control Card / Laboratory Stock card / Bin card (S5)
3.2 Daily Activity Register for Laboratory commodities (DAR) MOH 642 or any other consumption record (manual or electronic)
3.3. Facility Consumption Data Report and Request for Laboratory commodities (FCDRR) MOH 643,F-CDRR / reporting tools for other commodities
3.4 Stock Control Card / Laboratory Stock card / Bin card (S5)
3.5 Laboratory Top-up forms
3.6 Expiry Tracking Chart for Laboratory reagents and consumables
3.7 Service data from laboratory/testing points e.g. MOH 706 (Lab test data summary report), MOH 711, MoH 726, MoH 362, etc
3.8 Quantification job aid for Laboratory commodities

4. Procedure *(Refer to appendices for job aid)*
The facility staff member in charge of managing Laboratory commodities or his/her designated proxy shall, for each laboratory item,

4.1 Conduct a physical count at the end of the reporting period to determine the stock on Hand (SoH).
Please make sure to check for expiring or short expiry products (refer to the Expiry Tracking Chart for Laboratory reagents and consumables), to remove unusable stock from the SoH.

4.2. Determine Consumption Period (CP) i.e. period over which consumption is being reviewed in months e.g. 3 months

4.3. Determine consumption (C) i.e. quantity used during consumption period(CP) from the DAR , other consumption records or Laboratory Top-up forms or Stock Control Card / Laboratory Stock card / Bin card (S5).

If there was a stock out during Consumption Period (CP), adjust as per formula shown below from the Quantification job aid for lab commodities:

$$\text{Adjusted consumption (C2)} = \text{C (units)} \times \frac{\text{CP (days)}}{\text{Period in stock (days)}}$$

NB. CP must be in months

4.4. Calculate Average Monthly consumption (AMC) as per the following formula:-

$$\text{AMC} = \frac{\text{C (units)}}{\text{CP (in months)}}$$

or

$$\text{AMC} = \frac{\text{C2 (units)}}{\text{CP (in months)}}$$

4.5. Using the Maximum months of stock (Max MOS) indicated in the F-CDRR or other reporting tool (normally 4 months), calculate the Maximum Stock Level (MSL) i.e. maximum quantity for each item that the facility should have at any one time.
MSL = AMC x Max MOS

4.6. Calculate Quantity to Order (QO), using the following formula:
QO =MSL - SoH

4.7. Complete requesting forms as per Procedure number 1.

5. Archiving of tools

5.1. All quantification documents shall remain in the Laboratory working areas / testing points filed chronologically by date for easy retrieval and stored securely.

Laboratory Commodity Management Standard Operating Procedure	
SOP Title: Re-distributing Lab Commodities	
Procedure Number: 8	
Date Approved: November 2012	Approved by: Ministries of Health

1. Objective

To describe the procedure for re-distributing laboratory commodities with short expiry dates, excess stocks.

2. Responsible Persons

2.1 The facility staff member in charge of managing Laboratory commodities or his/her designated proxy

2.2. The DMLT or his/her designated proxy

3. Tools Needed *(Refer to appendices)*

3.1 Stock Control Card / Laboratory Stock card / Bin card (S5)
3.2. Issue and Receipt Voucher (S12). Where S12 is not available, facilities may use the Counter Requisition and Issue Voucher (S11).
3.3. Expiry Tracking Chart for Laboratory reagents and consumables

4. Procedure:

Staff managing the Laboratory commodities or his/her designated proxy shall

4.1. Identify short expiry or excess Laboratory commodities by conducting monthly physical stock count and referring to the Expiry Tracking Chart. Short expiry in this context refers to less than 25% self life.

4.2. Separate short expiry stock from the rest of the stock.
Determine quantities that can be consumed by the facility and quantities to be redistributed to other facilities. Quantities for redistribution is determined by the Monthly consumption and the self life

4.3. Contact the DMLT to request for redistribution of short-dated stock that the facility cannot use before expiry

4.4 Raise an Issue and Receipt voucher (S12/S11) or an equivalent issuing document for redistribution

4.5 Issue the excess commodities to DMOH office for redistribution to the needy facilities

4.6. Endorse the S-12/S-11 or an equivalent issuing document with signature, name and facility stamp and retain the original copies.

4.7. Send the short expiry stock to the DMOH office accompanied by the appropriate copies of the distribution document. If S-12 send the 2nd, 3rd and 4th copies with the commodities.

4.8. If S-11, send duplicate with the commodities.

4.9. Update corresponding stock control cards and daily activity register

4.10. Request for the endorsed 3rd copy of the S-12 from the DMOH office

Note: Short expiry Lab commodities should be received according to Procedure Number 2: Receiving Lab Commodities

5. Archiving of tools

5.1 S12 document has six pages.

- Retain the original copy and file it chronologically for easy retrieval.
- The second and fourth copy will remain in the receiving facility
- Receive the endorsed third copy from the receiving facility and file it chronologically together with the original copy of the S-12.
- The fifth page shall be sent to your accounting department.
- The sixth page remains in the book.

5.2 S-11has three pages

- Retain the original copy and file it chronologically for easy retrieval.
- The duplicate is retained by the receiving facility.
- The triplicate is left in the S11 book.

5.3. The Expiry Tracking Chart for Laboratory Commodities of Laboratory commodities should be hang on a wall in the Laboratory commodities area and should be visible at all times.

5.4. Place stock control cards next to the corresponding products at all times. Filled up stock control cards shall be filed alphabetically by commodity name in the Lab commodities.

5.5. All the tools in procedure 3 for Lab commodities shall be stored in a locked cabinet for confidentiality and kept in the facility for a minimum of ten years.

Laboratory Commodity Management Standard Operating Procedure
SOP Title: Handing over Responsibilities on commodity management
Procedure Number: 9
Date Approved: November 2012 Approved by: Ministries of Health

1. Objective

To describe the procedure for handing over responsibility for managing laboratory commodities.
Note: This procedure should be followed

- Before the responsible staff proceeds on leave or other official absence. This should be done at least 7 working days before the leave begins.
- When the responsible staff resumes from leave and assumes his/ her responsibilities
- When there is change in the responsible staff, e.g. when a staff is moving to another station

2. Responsible Persons

2.1. The facility staff member in charge of managing Laboratory commodities

3. Tools Needed *(Refer to appendices)*

3.1. Daily Activity Register for Laboratory commodities (DAR) MOH 642 or any other consumption record (manual or electronic)
3.2. Facility Consumption Data Report and Request for Laboratory commodities (F-CDRR) MOH 643
3.3 Stock Control Card / Laboratory stock card / Bin card (S5)
3.5 Laboratory Top-up forms
3.6 Expiry Tracking chart for Laboratory reagents and consumables
3.7. Temperature monitoring chart (+2 to +8 oC)
3.8. Temperature control log

4. Procedure

Before the Handover
The staff responsible for managing laboratory commodities shall:

4.1.1 Review their job description at least one week before the hand-over begins.
- In the absence of a job description, he/ she shall write down their key daily, weekly, monthly, quarterly and annual responsibilities.

4.1.2 Reflect on when he/she took over their current position and the skills he/she had to learn.

4.1.3 Update all the inventory management documents, files and accounts and ensure that they are all updated and in good order

4.1.4 Find out as much as possible about the person he/ she wants to handover their responsibility to.
- Consider level of experience, areas of expertise, knowledge and the context of the work. This will help to plan the handover and focus on the most important areas.

4.1.5 Set up a handover meeting with the staff to whom handover is being made i.e. Agree on an appropriate date and time.

At the handover meeting
The staff in charge of managing lab commodities shall

4.1.6 Explain the various tasks you undertake in laboratory commodity management work.
- Highlight the routine (day-to-day) and non-routine tasks.
- Routine tasks include completing the daily registers.
- Non-routine tasks include monthly consumption reporting.

4.1.7 Provide all relevant inventory management documents.

4.1.8 Note any recent important issues e.g. any problems (resolved or ongoing) that might have occurred, and how they were overcome.

4.1.9 Make a list of the needs, priorities and issues, both those to be undertaken currently as well as over the next 3 months (or agreed period).

4.1.10 Let the new person know where he/she can find resources, answers and support if in need of it.

4.1.11 Introduce the new person to the key people they will be working with and explain exactly when he/she will be assuming responsibility. If there are key people not on-site, provide all relevant contacts.

4.1.12 Introduce / re-orient the replacement staff on the commodity management procedures, manuals and guidelines specific to the job.

The staff in charge of managing lab commodities and his/her designated proxy shall:

4.1.13 Conduct a physical inventory count and agree and sign off on the count.

Note: A few days before you start your leave, step back from handling the management and observe how the new staff is managing. Give advice only when necessary. Let your replacement take the initiatives and responsibility. This will allow her/him to start developing confidence and a working relationship with the people he/she will be working with to promote continuity of the work. This also provides a chance for him/her to experience problems while you are still around to offer support.

4.2. Procedure for receiving back responsibility on managing lab commodities when the responsible staff return e.g. from leave

The staff in charge of managing lab commodities shall

4.2.1 Set up a handover meeting with the staff from whom handover is being made.
- Thank the staff for the work done.
- Agree on an appropriate date and time.
- Request the staff to prepare accordingly e.g. to bring all relevant documents.

4.2.2 Check that the inventory management documents, files and accounts are all updated and in good order.

4.2.3 Conduct a physical inventory count, jointly with the designated proxy, and ensure and sign off on the count.

4.2.4 Request the staff to brief him/her on any recent important issues, e.g. any problems (resolved or ongoing) that might have occurred, and how they were overcome; updates on contacts with key persons. Check that key routine and non-routine tasks have been undertaken, and if not, request for an explanation.

4.2.5 Review the earlier list of the needs, priorities and issues (see 4.1.9 above), what has been done and what is yet to be done. Update current and future tasks.

Laboratory Commodity Management Standard Operating Procedure
SOP Title: Documentation for Disposal of Laboratory commodities
Procedure Number: 9
Date Approved: November 2012 Approved by: Ministries of Health

1. Objective
To describe the procedure for documenting damaged, expired or other unusable Laboratory commodities set aside for disposal.

2. Responsible Persons
2.1. The staff managing laboratory commodities or his/her designated proxy and a witnessing staff member.

2.2. The staff member in-charge of the hospital main stores

2.3 Board of Survey on Stores

3. Tools Needed *(Refer to appendices)*
3.1. Report of the Board of Survey on Stores (Unserviceable and Surplus to Requirements) (F.O 58)
3.2. Stock Control Cards
3.3. Daily Activity Register
3.4 S11

4. Procedure:
The staff managing laboratory commodities or his/her designated proxy and a witnessing staff member shall;
4.1. Separate damaged or expired reagents from the rest of the stock and make the necessary adjustments to the stock control cards.
4.2. Separate and remove damaged or expired reagents (including patient returns) from the Lab benches and makes the necessary adjustments in the Laboratory DAR,
4.3 Raise an S11 with the list and quantities of the lab commodities and send them to the hospital main store

The staff member in charge of main stores shall
4.4. Raise an S13 for receipt of the damaged or expired reagents and endorses the S13 as the receiving officer.

4.5. Keeps all expired Laboratory stocks set aside for destruction and complete the Report of the Board of Survey on Stores (Unserviceable and Surplus to Requirements) (F.O. 58)

4.6. Endorses the F.O. 58 with their signature, official designation and date and forwards to the Facility in charge.

The facility in charge shall
4.7 Forward the original copy of the completed F.O. 58 to the Permanent Secretary, Ministry of Medical Services and Ministry of Public Health & Sanitation through the appropriate channels and awaits Approval for destruction4.7. disposed off expired or damaged laboratory commodities according to the manufacturers' instructions. And NEMA guidelines

5. Archiving of tools
5.1 A copy of the completed F.O. 58 shall be retained and filed at the facility hospital main store for easy retrieval.

5.2. Place stock control cards next to the corresponding expired products at all times. Filled up stock control cards shall be filed alphabetically and chronologically by commodity name.

5.3. The tools in procedure 3 above shall be stored in a locked cabinet for confidentiality and kept in the facility for a minimum of five years.

Appendices:

Laboratory stock card

1. Description of the Laboratory stock card

- Is a serially numbered, single-copy, two- sided card
- Must exist for each laboratory commodity stock
- Is used for inventory control of laboratory commodities (including reagents, consumables, chemicals etc) at the facility or district laboratory store
- Is used for checking physical stock against records in the laboratory store
- A supply of Laboratory Stock cards is to be kept as a stock item by each laboratory in-charge of a provincial general hospital (PGH) and DMLT

2. Other forms or resources needed to complete the stock card:

- Invoice or delivery note number accompanying the commodity from KEMSA,SCMS or any other supplier
- Counter Requisition and Issue Voucher (S11) serial number accompanying goods from the general stores of the hospital/ facility or district

3. Location

Must be located next to each item if room available, or in a file or box in close proximity to the commodities- preferably within the laboratory store

4. Who fills the card

Laboratory in charge/laboratory manager (or his/her designated proxy) is responsible for documentation and recording of all laboratory commodity receipts and issues from the laboratory stores.

5. When is the card filled

Every new receipt and issue must be entered at the time that stock is received or removed, without exception, for purposes of tracking movement of laboratory stock in storage

6. Steps for completing the Laboratory stock card:

6.1 Open /complete a separate stock record card for differing strengths/concentrations and units of
issue

6.2 When opening a new stock card, record the following

- ***District:*** Laboratory in charge enters the name for the district where facility is located followed by name of facility
- ***Commodity name and description:*** Enters the generic name (trade name in brackets) of the commodity as appropriate

- ***Unit of Issue:*** Enters pack size (e.g. number of tests per kit, or number of pieces per box etc)
- ***Item code:*** Enters the code number allocated by the supplier/ requisitioning office and normally reflected against the item name on the delivery note from KEMSA/ supplier, or S11, S12, S13
- ***Add storage requirements:*** Enters special storage conditions (e g refrigeration at +2 to 8 oC)
- ***Average monthly consumption:*** Enters a figure which he/she has calculated from
- ***Minimum level of stock:*** For that commodity-as calculated by the manager
- ***Maximum levels of stock:*** As calculated by the manager (Note-since these values change over time, the calculations are best done using the electronic lab commodity tool)

6.3 Receipts: In the receipts column the Lab in charge will enter information as follows: -

- ***Date:*** enters the date the transaction occurred as dd/mm/yyyy
- ***Received from:*** enters the supply source of the stock item - for example KEMSA, NTLP, a name of Supplier, Hospital stores, NPHLS etc
- ***Document Number:*** Writes the number of the invoice or delivery note accompanying the commodity, or the serial number of the S11 or S12 that prompted the order being received
- ***Quantity:*** enters the amount received (e.g. 1000 tests, 500 pairs of gloves.
- ***Batch Number:*** indicates this as is written on the packaging
- ***Expiry date:*** indicates as written on the item container
- ***Location:*** indicates where goods are received and stored e.g. cold room, or Lab store, or refrigerator
- ***Name:*** enters name of the officer receiving the commodity6.4 Disbursements / Issues: In the disbursements/ issues column the Laboratory in charge will enter information as follows:
- ***Document number:*** enters the serial number of S11 or Top- Up Form, or any other order/
  request form accompanying the goods that are disbursed/ issued
- ***Quantity:*** inserts the amount/ quantity of goods disbursed (e.g. 10 liters of ethanol, 2 boxes of slides)
- ***Destination:*** specifies the unit or bench or ward to which the goods are issue
  For the district and PGH Laboratory store, destination could be a lower level/satellite facility such as a health centre or sub district hospital, or police clinic
- ***Name:*** enters the name of person who physically receives and takes the commodity goods away

6.4 Stock: In the Stock column the Laboratory in charge will enter the following information: -

- ***Balance:*** inserts quantity of commodity in stock after each transaction i.e. after each receipt or issue
- ***Unit value:*** enters value in Kenya shillings for each unit of issue if known
- ***Total value:*** calculates and indicates the total value of commodity left in stock, calculated as balance multiplied by unit value

6.5 At bottom of each page, once the card is full indicate the balance carried forward and to which card number the balance is moved.

MINISTRY OF HEALTH

Laboratory Stock Card

Serial No......

District..... **Name of Facility** .....

Commodity name and Description								Unit of issue				Item Code				Storage requirements		
Average Monthly Consumption												Minimum Level				Maximum Level		
RECEIPTS												DISBURSEMENTS/ISSUES				STOCK		
Date	Received From	Doc. No.	Quant.	Batch No.	Expiry	Loc.	Name					Doc. No.	Quant.	Dest.	Name	Balance	Unit Value	Total Value

Doc. No. = Document Number, Quant. = Quantity, Loc. = Location, Dest. = Destination

Balance C/F…… to Card No……

Top-Up Form:

1. Title:

Laboratory Top-Up Form

2. Objective of instructions:

To describe the correct use of the Top -Up Form

3. Description and location of the form

a. Is a serialized two-sided card used to order supplies for use on the bench or section from the laboratory store / laboratory in-charge.
b. It allows for documentation of all issues from the lab store made to the bench or section in order to replenish or top-up lab supplies
c. It helps the lab in-charge to see at a glance the usage of a particular commodity on the bench or section.

4. Location:

The card under current use is kept in a file within the section or next to the bench.

5. Who fills the Top-Up Form?

a. Both the staff who is requesting /ordering items for the bench or section and the one issuing from Laboratory store(s) will fill the form
b. The staff of the bench/ section/unit will fill in this card every time he/she is requesting initial or additional commodities from the laboratory store(s).
c. The laboratory in-charge /or the designated laboratory staff will fill relevant columns of this card to the bench or section.

6. Steps for filling the top up form

6.1 The staff or section head who initiates the order fills in the following information:

- Name of Facility: enter name of the laboratory, e.g. " Coast PGH" or 'Hola D/H"
- Department/Section: indicate the bench or section, e.g. serology, parasitology, etc or the unit/area ordering this item, e.g. "VCT" or "MCH", etc
- Date: write down the date of the transaction
- Commodity: indicate the name of the commodity as it appears on the laboratory stock card in the store(s)
- Unit of issue: enter as it appears on the laboratory stock card
- Current balance: enter the amount/quantity of units that are remaining for use on the bench/section
- Tests done: enter the number of tests done between your last order from the store and this order

- Order quantity: indicate the number of units you are ordering through this request

Present the top-up form with this order to the laboratory in-charge or the staff member designated to man the laboratory store(s).

6.2 The laboratory in-charge or his/her designated proxy fills the relevant column as follows:

- Issue quantity: enter the number of units the laboratory in-charge is issuing to the bench
- Issued by: enter name of the issuing officer who also appends his/ her signature
- Received by: enter name of the staff officer collecting/receiving the issued stock for the bench/section
- Remarks: enter any relevant remarks.

MINISTRY OF HEALTH

NATIONAL PUBLIC HEALTH LABORATORY SERVICES

Serial No......

LABORATORY TOP-UP FORM

Name of Facility …….....…. **Department/Section**….....…….

Date	Commodity	Unit of Issue	Current balance	Tests done	Order Quantity	Issue Quantity	Issued by		Received by		Remarks
							Name	Sign	Name	Sign	

Temperature Control Log

Steps for completing Temperature Control Log:

- Facility: Enter the facility name
- Location: Enter the location where the temperature is being checked. i.e. commodities, commodities fridge and Lab fridge.
- A.M./P.M. Time: Enter the time the temperature is checked
- Recorded temp (oC): write down the temperature
- Indicate if the temperature recorded is within the acceptable range by writing Yes or No
- Enter the initials of the person who recorded the temperature

Distribution:

- The logs in use are pinned up in the relevant area.
- Completed logs are filed and stored in the Lab store or Lab working area as may be relevant

TEMPERATURE CONTROL LOG

Facility: _____ Month/Year: _____ Location:_____

Acceptable temperature range: Room (18-25°C) Refrigerator (2-8°C)

Date	A.M. Time	Recorded Temp (¡C)	Acceptable Yes/No	Initials	P.M. Time	Recorded Temp (¡C)	Acceptable Yes/No	Initials

REPUBLIC OF KENYA

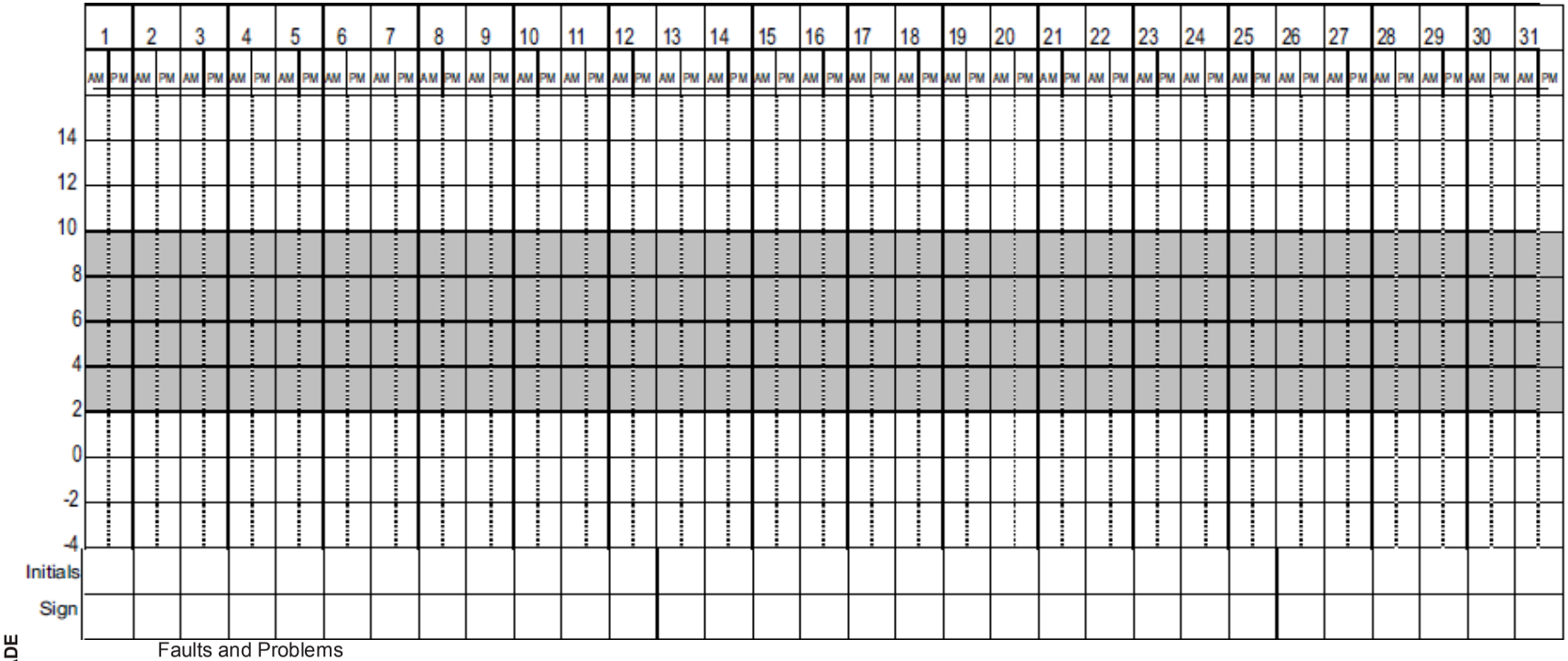
MINISTRY OF HEALTH

+2^0 TO +8^0 C TEMPERATURE MONITORING CHART

District_____ Name of Health Facility_____ Month_____Year_____

NAME AND TYPE OF REFRIGERATOR_____ OPERATING ON GAS ☐ ELEC ☐ SOLAR ☐ KEROSENE ☐

ACCEPTABLE TEMPERATURE -16°C OR COLDER



DOT THE TEMPERATURE MORNING AND AFTERNOON IN DEGREES CENTIGRADE

Faults and Problems

Date	Fault	Action Taken	Date

USAID FROM THE AMERICAN PEOPLE

MSH/Health Commodities and Services Management

Serial No.

REPUBLIC OF KENYA
MINISTRY OF HEALTH

Expiry Tracking Chart for Laboratory Reagents and Consumables

Commodity	Batch No	Expiry Date (dd/mm/yyyy)	Year:												Year:												Year:											
			J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D

USAID FROM THE AMERICAN PEOPLE

MSH/Health Commodities and Services Management

Issue and Receipt Voucher (S12):

- Is serially numbered, bound in a book. Each voucher has six pages, one original and five copies.
- Is used to transfer LAB stocks from one facility to another external site or other peripheral facility.

Steps for completing the Issue and Receipt Voucher (S12):

a. The Lab staff in charge of the LAB commodities or designated proxy records: Under Supplier/Issuing Office
   - Name of Facility: requesting reagents
   - Supplier/Issuing Office: e.g. CPGH
   - Min./Dept: Health/Medical
   - Address: of CPGH
   - Issuing officer: Lab staff's name
   - Designation and Lab stamp
   - Merchant name/Address: is left blank
   - Date: date stock issued
   - Issue approved by: name of designated authorizing officer signing letter of request
   - Date: date of signed letter
   - Stores packed by: issuing laboratory staff's name
   - Stores recorded by: issuing laboratory staff's name
   - Mode of transportation: record how Reagents were sent, or if collected, by whom
   - Designation and Lab stamp
   - L.P.O. No.: is left blank
   - Delivery note: is left blank
   - Invoice: is left blank

2. The requisitioning/receiving facility records upon receipt of Reagents: Under Requisitioning/Receiving Office:
   - Min./Dept.: e.g., Health /Port Reitz District Hospital
   - Indenting unit: Lab
   - Address: of indenting unit
   - Receiving officer: name
   - Designation and stamp:
   - Reasons for demand: Write A
   - Indent approved by: the name of the designated authorizing officer signing letter of request
   - Date: date of letter of request
   - Address for delivery: address of receiving facility
   - Receipt recorded by: name of person recording the receipt of Reagents
   - Chargeable to: is left blank
   - Vote/Head: is left blank
   - S/Head/Item No.: is left blank
   - Quantity Issued Received: number of packs received
   - Certified that the above items/s has/have been Received/Issued and recorded on Ledger/ Inventory:
     signed by receiving Lab personnel.
   - Signature of Receiving Officer and Date

Distribution:
- The S12 document has six pages.
  - The original is retained by issuing facility Lab.
  - The receiving facility receives the second and third pages.
  - The fourth page is sent to the receiving facility's accounts department.
  - The fifth page is sent to the issuing site's accounts department.
  - The sixth page remains in the book.
- The S12 will be filed together with the letter of request and accompanying needs list from the peripheral facility in the issuing site

Issue and Receipt Voucher

FORM S12 (revised)			REPUBLIC OF KENYA						No……..		
ISSUE AND RECEIPT VOUCHER											
					Name of Facility: ……						
Supplier/Issuing Office: ……					Requisitioning/Receiving Office:……..						
Min./Dept: ……..		Issue approved by: ……..			Min./Dept.: ……..			Indent approved by: ……			
Address: ……..		Date: ……..			Indenting unit: ……			Date: ……			
……..		Stores packed by: ……			Address: ……..			Address for delivery: ……..			
Issuing officer: ……		Stores recorded by: ……			……..			……..			
Designation and stamp: ……..		Mode of transportation: ……..			Receiving officer: ……			Receipt recorded by: ……			
Merchant: ……		Designation and stamp: ……..			Designation and stamp: ……..			……..			
Address: ……..		L.P.O. No.: ……..			……..			Chargeable to: ……..			
……..		Delivery note: ……..			Reasons for demand (see note 4): ……..			Vote/Head: ……..			
Date: ……		Invoice: ……			……..			S/Head/Item No.: ……..			
Item	Item code	Description	Unit	Quantity Required/ Ordered	Quantity Issued/ Received	Quantity to follow	Rate	Total value Sh.	Cts.	Stock Balance	Ledger Folio. No.	Remarks
1												
2												
3												
4												
5												
6												
7												
8												
9												
10								Total				
Certified that the above items/s has/have been Received/Issued and recorded on Ledger/Inventory												
Signature of Issuing Officer and Date									Signature of Receiving Officer and Date			

(F.O.58)

Steps for completing Report of the Board of Survey on Stores (Unserviceable and Surplus to Requirements) (F.O.58) – *applicable to GOK sites only*

1. Record:

- Ministries of: Health; Department: Medical; Station: Facility name

- Complete the table:
  - Column 1: Item No.
  - Column 2: Article: generic name; strength/concentration; dosage form
  - Column 3: Quantity: write in quantity to be destroyed
  - Column 4: Date of Purchase: write date the product was delivered to facility
  - Column 5: Original value: insert value if known
  - Column 6: State whether Unserviceable or Surplus: Unserviceable

2. Signature and Official Designation of Officer-in-Charge of Stores: Sign; state position, and date the form.

Distribution:

ART Programme: Notification of Reagents Set Aside for Disposal

- The original is forwarded to the ACCU or KEMSA/LMU

- One copy of the completed and signed ART Programme: Notification of Reagents Set Aside for Disposal is retained by the Laboratory in charge of the ART Programme.

- One copy of the completed and signed ART Programme: Notification of Reagents Set Aside for Disposal is retained by the Laboratory in charge.

F.O. 58

REPUBLIC OF KENYA
REPORT OF THE BOARD OF SURVEY ON STORES (UNSERVICEABLE AND SURPLUS TO REQUIREMENTS)

Ministries of …… ……Department Station…….....……

N.B.-Column Nos. 1–6 to be completed by the Department prior to the assembly of the Board.

1 Item No.	2 Article	3 Quantity	4 Date Of Purchase	5 Original Value	6 State Whether Unserviceable Or Surplus	7 Board's Report On Condition	8 Recommendation Of Board For Disposal	9 Estimated Local Saleable Value If Sale Is Recommended	10 Remarks

…… Signature and Official Designation of Officer-.in-Charge of Stores Date…… Station…….	……..Chairman ……..Member ……Member Date…… Station……	**DECISION OF: -**	
		ACCOUNTING OFFICER …… Accounting Officer Date……	TREASURY …… For Minister for Finance Date…….

Counter Requisition and Issue Voucher (S11):

Counter Requisition and Issue Voucher (S11):

- Is used for issue, delivery, and receipt of stock.
- Is a serially numbered triplicate form.
- Is used by the outpatient Lab to order from the Lab commodities, and by wards and other departments to order from the outpatient Lab.
- Is kept in each department requiring its use.

Steps for completing the Counter Requisition and Issue Voucher (S11):

1. Designated person, authorized to requisition the stock, records:
- Ministries (of Health) Depart./Branch (Medical) and Unit (e.g., CPGH/ART)
- To (Issue point): e.g., Lab store
- Issue to (Point of use): receiving location
- Item Description:
- Unit of Issue: the quantity in the container or pack size
- Quantity required: the number of units of issue required
- Account No.: designated number if appropriate
- Date: of requisition
- Requisitioning Officer: name, designation, and signature

2. Designated person, authorized to issue the stock, records:
- Quantity Issued: the number of units of issue which are actually issued
- Value: of total amount of stock issued (calculated using average unit price)
- Remarks/Purpose: expiry date of stock issued
- Issued by: issuing officer's name and signature
- Date: issued

3. Designated person authorized to receive the stock checks identity and quantity of supplies issued and records:
- Received by: name, designation, and signature

Distribution:
The Counter Requisition and Issue Voucher (S11) is to be completed in triplicate:
- The original is kept by the Store personnel (main facility store or Lab store).
- Duplicate is retained by the initiating department. Triplicate remains in the S11 book.

Counter Requisition and Issue Voucher (S11)

FORM S11		**Serial No……**
REPUBLIC OF KENYA		
COUNTER REQUISITION AND ISSUE VOUCHER		
Ministry ……	Dept/Branch……	Unit……
To (Issue point)……		
Please issue the stores listed below to (Point of use)……		

Code No.	Item Description	Unit of Issue	Quantity Required	Quantity Issued	Value	Remarks/Purpose

Account No: ……	Designation: (Laboratory in - charge) ……	Date: ……
Requisitioning Officer: ……	Signature: ……	Sign: ……
Issued by: ……	Designation: ……	Date: ……
Received by: ……	Signature: ……	Sign: ……

Counter Receipt Voucher (S13):

Used when receiving FIF procured commodities

- Is a serially numbered, single-copy form.
- Is used for payment for goods delivered.
- Is also used to check entries on the invoice from the supplier.
- Is an important document to be kept under lock and key at the bulk store

Steps for completing the Counter Receipt Voucher (S13):

1. Enter Ministries (of Health) Dept./Branch (Medical) and Unit (CPGH/ART)

2. Record:
   - Source of items(s)
   - Code number
   - Description of item
     - Generic name
     - Strength/concentration
     - Dosage form
   - Unit of issue (e.g., number of tablets per package)
   - Quantity of units received
   - Value
   - Remarks (record S3 number—specific to each drug, strength/concentration, and dosage form—and expiry date for each Lab commodity received)
   - Order number
   - Invoice number

3. The issuing officer (person delivering the items) and the receiving officer sign the *Counter Receipt Voucher (S13)* and records date and designation.

Counter Requisition and Issue Voucher (S13):

FORM: S13

FORM: S13					
REPUBIC OF KENYA					
COUNTER RECEIPT VOUCHER					Serial No:……
Ministries…… Dept./Branch……..Unit: ……					
Received the items listed below from (Source)					
Code No.	**Item Description**	**Unit**	**Quantity**	**Value**	**Remarks**
Order No.		Invoice No.			OR
Issuing Officer:……Signature…… Designation:……					
Account No:……			Date: ……		
GPK 090-1980bKS—5/2002					

Daily Activity Register (DAR) - MOH 642

How to fill the daily activity register (DAR):

1. Title of Register

Daily Activity Register for Laboratory Reagents and Consumables (MoH 642)

2. Objective

To describe the procedure for completing the register accurately

3. Description

This tool is to be used for recording and tracking reagents and consumables issued and used daily / in each shift in the laboratory or the SDP.
It also records and tracks the number of tests done, quantity used and ending balance by end of each day/shift.

4. Location of the register

Must be physically located or placed on every bench, lab section or user point e.g. service delivery point (SDP) such as VCT.

5. Who will fill it?

The laboratory technician/technologist or primary user of the item during the particular shift duty / day at the particular bench/section/SDP.

6. When to fill the register?

For each shift/day, (i) Immediately you receive new stock of a commodity, complete the first eight (8) columns of the register (ii) Each time you undertake a test.

7. How to use the register for different commodity items

Before using this register, the Lab In-Charge must allocate each commodity a number of pages according to frequency with which the commodity is used/ consumed. Each different unit of issue of a commodity should be on a separate page.

8. Steps for filling the register

On the first page of the DAR book, fill in the following:-
Facility name: Write the name of your health facility.
Facility code: Write your Master facility list code.
Province/County: Write the province or county where the health facility is located.
District: Write the district where the health facility is located.

During each shift, the Laboratory staff or In-Charge must fill in the details as follows:

8.1 Enter the bench or section each time you open a new page

8.2 Enter the name of the commodity being tracked in the space provided

8.3 Fill in the date in the format dd/mm/yyyy in the first column

8.4 Enter the shift duty as appropriate (e.g. 8 to 5; 8 to 2; 2 to 7; etc)

8.5 Enter the unit of issue e.g. 1 kit of 50 tests each (1x50 tests)

8.6 Enter the Beginning balance of the commodity at the bench or section. This is the amount of the particular commodity left over from the previous shift or filled page

8.7 Fill in the quantity received by the bench during your shift

8.8 Origin of the received stock: State the source or where the item originated from e.g. Lab i/c, Lab Store, DTLC, main hospital store

8.9 Indicate the batch number and expiry date of the received items as indicated on the package/container

8.10 Quantity used during the shift: Enter the total quality of the commodity used during the shift/day

Note: This quantity should include the sum of the quantity of commodity actually used for testing as well as quantity used for repeats and controls.

8.11 Number of Tests done during the shift: At the end of the shift/day, count the total number of tests done using information from the relevant Test register (e.g. Haematology register), and enter the total in the relevant row and column

8.12 Losses during the shift: In this column, enter the total amount/volume of commodity that was lost if any (e.g. from spills, damage, pilferage, etc)

8.13 In the Adjustments column, enter the number of tests either received from another facility or excess quantities counted when stock-taking (Positive adjustments) or number of tests given to another site or quantities of stock found to be missing when stock-taking or those quantities used for training purposes (Negative adjustments).

8.14 Ending balance at the end of the shift: Enter the quantity of the specific commodity that you have on hand at the end of the shift/day

8.15 In the 'Remarks" column, record any special comments, including an explanation for the losses or adjustments

8.16 Enter the name and signature of the Laboratory technician/technologist or primary user who is filling the register, in the appropriate columns

8.17 Every time a page is full, add up the figures in the following columns "Quantity received during the shift", "Quantity used during the shift", "Number of tests done during the shift", "Losses during the shift", "Positive adjustments", "Negative adjustments". Fill the totals in the Row marked Page totals.

8.18 On the full page, also enter the Balance carried forward from the last row's Ending balance, the date and complete the number of Days out of stock, if any, for that commodity.

The totals of each individual commodity from the various pages should be added up at the end of the month and used to fill the Facility CDRR.

Daily Activity Register (DAR) - MOH 642

MoH 642

Bench / Section: _____ **Name of Commodity:** _____

Date	Shift	Unit of Issue of the Commodity	Beginning balance at the Bench / section	Quantity Received during the Shift	Origin of the received stock	Batch Number	Expiry Date	Quantity used during the Shift	Number of Tests done during the Shift	Losses during the Shift	Adjustments during the Shift [*Indicate if (+) or (-)*]		Ending Balance at the end of the Shift	Remarks (*including explanation for Losses or Adjustments*)	Name of officer	Signature
											Positive	Negative				
Page Totals																

Date: _____ **Balance carried forward:** _____ **Days out of stock:** _____

(use the Ending Balance quantity from last row on the page)

How to complete the Facility Consumption Data report and request (F-CDRR) form for ART Laboratory monitoring reagents

Use the following instructions to complete the F-CDRR for ART Laboratory monitoring reagents:-

Use of the F-CDRR:

- Used to report data on the following commodities:- Laboratory reagents for ART treatment monitoring (i.e. reagents for CD4 count, Haematology, Biochemistry) and related consumables at facility level
- It is used to summarize and report on consumption of individual commodities used by a facility each month, and also to request stock for the facility from KEMSA or other supply chains.
- Source of Data: It draws its information from the Daily Activity Register for Laboratory Regents and Consumables (MOH 642).

Who will fill the F-CDRR and When?

- The Facility Laboratory in-charge or his/her designated deputy will complete the form.
- The F-CDRR is completed by the facility at the end of each month and sent to the Logistics Management Unit (LMU) before the 10th of the following month.

To be filled on the second page of the F-CDRR book:

Name of Facility: Write the name of your health facility/laboratory.
Facility code: Write your Master Facility List (MFL) code.
Province/County: Write the province or county where the health facility/laboratory is located.
District: Write the district where the health facility is located.

To complete a report each month:

Facility name: Write the name of your health facility/laboratory
Facility code: Write your Master Facility List (MFL) code.
District: Write the district where the health facility/laboratory is located.
Province/County: Write the province/county where the health facility/laboratory is located.
Affiliation: Indicate the affiliation for your health facility/laboratory by ticking (√) in the appropriate box.
(Options: Ministries of Health; Local authority; FBO (Faith-based organization); NGO (Non-governmental organization; Private)
Report for Period: Beginning (date): Write the date of the first day of the period covered by the report. Enter as day-month-year (in format dd-mm-yyyy), e.g. 01/09/2011.

Report for Period: Ending (date): Write the date of the last day of the period covered by the report. Enter as day-month-year (in format dd-mm-yyyy), e.g. 30/09/2011.

Number of CD4 Tests conducted: In this section, write the total number of CD4 tests conducted at the facility during the month, i.e. the actual number of tests done without repeats or failed runs.

Commodity code, Commodity name, Unit of Issue: The commodities are pre-printed on the form along with a code and unit of issue.

For each commodity, complete the columns in the main part of the reporting form as follows:
Beginning Balance: Enter the quantity, in units, of each usable ART laboratory reagent or consumable available for use in the facility at the beginning of the reporting month.
Note: Please include all commodities irrespective of the supplier from whom they were sourced.
NB. The Beginning balance for this month should be equal to the Physical count (Ending balance) at the end of the previous month. If it is not, indicate the loss or adjustment in the respective columns of this F-CDRR and explain in the Comments section.

Quantity Received from the Central Warehouse (e.g. KEMSA): Enter the total Quantity, in units, of each ART laboratory reagent or consumable received by your facility from the Central Warehouses, i.e. KEMSA or SCMS during the reporting month under consideration. If no stock was received at the facility during the month, enter a zero ("0") in this column.

The Quantity received is obtained from the Quantity Received or Receipts section of the Bin card / Stock card.

Quantity Received from Other Source(s): Enter the total Quantity, in units, of each ART laboratory reagent or consumable received by your facility from any other sources (e.g. partner, donor) during the reporting month under consideration. If no stock was received at the facility during the month, enter a zero ("0") in this column. The Quantity received is obtained from the Quantity Received or Receipts section of the Bin card / Stock card.

Quantity Used: Enter the total Quantity, in units, of each ART laboratory reagent or consumable used in the facility during the reporting month. If no reagent or consumable was used during the month, enter a zero ("0").

Note: This quantity should include the sum of the quantity of commodity actually used for testing as well as quantity used for repeats and controls.

The Quantity used is obtained from the Daily Activity Register for Laboratory Regents and Consumables (MOH 642) or equivalent records of consumption in the facility. If several pages of the DAR have been used over the month, be sure to aggregate the figures across all the pages used that month for each laboratory reagent or consumable.

Losses / Wastage: Enter the total Quantity, in units, of each ART laboratory reagent or consumable lost or wasted at the facility during the month, e.g. defective, damaged or expired stock. The reason for the loss/wastage should be written in the "Comments" section.

Adjustments [Indicate if (+) or (-)]: Enter the total positive or negative adjustments for the month, for each ART laboratory reagent or consumable.

An **adjustment** is a change in stock balance for any reason other than reagents used in the laboratory or quantities received from suppliers.

Positive adjustment: Enter the quantity of each commodity that was added to the facility

stock for any reason except receipt from the official supplier during the month. Examples: transfer of stock from another health facility to your facility, excess quantities counted when stock-taking.

Negative adjustment: Enter the quantity of each commodity that was removed from the facility stock for any reason except use in laboratory testing or loss/wastage. Examples: transfer of stock from your facility to another health facility, quantities of stock found to be missing when stock-

Adjustments should be recorded in the Bin card when they occur. The reason for the adjustment should be written in the "Comments" section.

Ending balance (PHYSICAL COUNT at end of Month): At the end of each month, conduct a physical count of each ART laboratory reagent or consumable, irrespective of their source. Enter the total Quantity, in units, of each ART laboratory reagent or consumable counted in the facility at the end of the reporting month. If there is no stock at the facility for a commodity, enter a zero ("0").

Report any differences between the Physical count and the expected Stock Balance in the Bin card as Adjustments or Losses. The reason for the adjustments or losses should be written in the "Comments" section.

Quantity requested: Calculate the quantity, in units, for each ART laboratory reagent or consumable that your health facility should order, guided by the following formula:-

- Multiply the reported Quantity used by 4
- Subtract this value from it the Ending balance (Physical count)
- This gives the Quantity requested in units.

Tick Type of Machine at the Facility as appropriate [Haematology Analyser / Biochemistry Analyser]: For Hematology and Biochemistry sections, tick, in the boxes provided, the relevant machine that your health facility is using.

Comments: Use this space to explain losses and adjustments that have been reported as explained above. Additional remarks related to the commodities reported may also be made, e.g. need for stock re-distribution to prevent expiry.

Order for extra LMIS tools: Use this section to request for additional DAR or F-CDRR only when the tools in the facility are nearly full. Indicate quantity required for each type of tool.

Filled by: As the person who has filled in this form, write your name, designation, telephone contact, and date that the report was prepared, and sign the form.

Approved by: *Take the report to the Facility in-charge (or other authorized person) for review. Once reviewed, this person should write their name, designation, telephone contact, and date that the report was approved, and sign the form.*

The signature of the programme manager or other authorized person confirms that the report has been reviewed and is valid.

Facility Consumption Data Report and Request (F-CDRR) for ART Laboratory monitoring reagents

ORIGINAL

MINISTRY OF HEALTH
NHPLS / NASCOP
FACILITY CONSUMPTION DATA REPORT & REQUEST (F-CDRR) FOR ART LABORATORY MONITORING REAGENTS

Name of Facility:		Facility Code:		District:		Province / County:	

Affiliation: Ministry of Health | Local Authority | FBO | NGO | Private

REPORT FOR PERIOD: BEGINNING: dd/mm/yyyy ENDING: dd/mm/yyyy

State the number of CD4 Tests conducted:-

TOTAL NUMBER OF CD4 TESTS DONE DURING THE MONTH (REPORTING PERIOD):

COMMODITY CODE	COMMODITY NAME	UNIT OF ISSUE	BEGINNING BALANCE	QUANTITY RECEIVED FROM CENTRAL WAREHOUSE (e.g. KEMSA)		QUANTITY RECEIVED FROM OTHER SOURCE(S)		QUANTITY USED	LOSSES / WASTAGE	ADJUSTMENTS (indicate if (+) or (-))		ENDING BALANCE (PHYSICAL COUNT at end of Month)	QUANTITY REQUESTED
				Quantity	Lot No.	Quantity	Lot No.			Positive	Negative		
FACS Calibur Reagents and consumables													
CAL 002	Tri-TEST CD3/CD4/CD45 with TruCOUNT Tubes	test											
CAL 003	Calibrite 3 Beads	test											
CAL 005	FACS Lysing solution	ml											
CAL 006	Falcon Tubes	pcs											
CAL 009	Printing Paper	1 ream											
CAL 010	Printer Cartridge	1											
FACS Count Reagents and consumables													
FACS 001	FACSCount CD4/CD3 Reagent [Adult]	test											
FACS 002	FACSCount CD4 % reagent [Paediatric]	test											
FACS 003	FACS Control kit	test											
FACS 004	Thermal Paper FacsCount	1 roll											
Cyflow Partec Reagents and consumables													
PART 001	EASY Count CD4/CD3 Reagent [Adult]	test											
PART 002	EASY Count CD4 % reagent [Paediatric]	test											
PART 003	Control check beads	test											
PART 004	Thermal paper	1 roll											
Common Reagents / Consumables													
CON 001	Sheath fluid	20L											
CON 002	Cleaning fluid	5L											
CON 003	Rinse fluid	5L											
CON 005	Yellow Pipette Tips (50µl)	pcs											
CON 006	Blue Pipette Tips (1,000µl) [FACSCalibur]	pcs											
CON 008	CD4 Stabilizer tubes 5ml	pcs											
CON 009	EDTA Microtainer tubes [Paediatric]	pcs											
CON 010	EDTA Vacutainer tubes 4ml	pcs											
CON 011	Red top / Plain / Silica Vacutainer tubes 4ml	pcs											
Haematology Analyser				Tick Type of Machine at the Facility as appropriate			Sysmex		Celtax S4000/3220			Other (please specify)	
							MS4		Coulter				
HAS 001	Cell / ACT Pack	20L											
HAS 002	Cell Clean / ACT Rinse	50ml											
HAS 003	Stromatolyser	1,500ml											
HAS 004	Cell Control	4ml											
HAS 005	Calibrators	4ml											
HAC 001	Cleanac	5L											
HAC 002	Cleanac 3	1L											
HAC 003	Isotonac-3	20L											
HAC 004	Haemolynac-3N	1L											
HAC 005	Haemolynac-5	1L											
HAC 006	Low control	2ml / 3ml											
HAC 007	Normal control	2ml / 3ml											
HAC 008	High Control	2ml / 3ml											
Biochemistry Analyser						Tick Type of Machine at the Facility as appropriate		BTS 330/310/365				Eurolyser	
BAE 001	Sodium	720 Tests											
BAE 002	Chloride	665 kit											
BAE 003	Urea	4x20ml											
BAE 004	Potassium	720 Tests											
BAE 005	Creatinine	5 x 20ml											
BAE 006	Alanine Aminotransferase (ALT/GPT)												
BAE 007	Aspartate Aminotransferase (AST/GOT)	5 x 20ml											

Comments:

Order for extra LMIS tools:- (1) Daily Activity Register for Laboratory Reagents and Consumables (MOH 642): (2) F-CDRR for ART Lab Monitoring Reagents:

To be requested only when your Data collection or reporting Tools are nearly full. Indicate quantity required for each tool type.

Filled by (name): Signature: Designation: Telephone / Mobile: Date Filled:

Approved by: Signature: Designation: Telephone / Mobile: Date Approved:

F-CDRR for ART Laboratory Monitoring reagents, rev Jan 2012

Instructions for completing the Facility Consumption Data Report and Request (F-CDRR) form for Laboratory commodities (MOH 643)

Use of the F-CDRR:

- Used to report data on the Laboratory (Lab) commodities, including reagents, consumables and other commodities in the Lab tracer item list at the health facility level, e.g. a hospital or other type of service delivery point (SDP). [Use the tracer item list identified by NPHLS as a primary priority list for regular tracking; however additional items may be tracked as per individual district or provincial/county tracking requirements.]
- Each month, it is used to summarize and report on consumption of individual commodities used by all lab sections / areas within a facility
- Also used to request stock for the facility from KEMSA or other supply chains, or any other appropriate source.
- Source of Data: It draws its information from the Daily Activity Register for Laboratory Reagents and Consumables (MOH 642), the Lab Stock cards and / or Top-Up forms in use by the main Lab, Lab store and the various user points within the facility, as applicable.

Who will fill the F-CDRR and When?

- The Facility Laboratory in-charge or his/her designated deputy will complete the form.
- Do not leave any blank cells. In case there is no value, put a zero (0).
- The F-CDRR is completed by the facility at the end of each month and sent to the Logistics Management Unit (LMU) before the 10th of the following month.

To be filled on the second page of the F-CDRR book:

Name of Facility: Write the name of your health facility/laboratory.
Facility code: Write the Master Facility List (MFL) code of your health facility/laboratory.
Province/County: Write the province or county where the health facility/laboratory is located.
District: Write the district where the health facility is located.

To complete a report each month:

Name of Facility: Write the name of your health facility/laboratory
Facility code: Write the Master Facility List (MFL) code of your health facility/laboratory.
District: Write the district where the health facility/laboratory is located.
Province/County: Write the province/county where the health facility/laboratory is located.
Affiliation: Indicate the affiliation for your health facility/laboratory by ticking (√) or putting a cross (X) in the appropriate box. Select from the allocated options: - Ministries of Health; Local authority; FBO (Faith-based organization); NGO (Non-governmental organization; Private.

Report for Period: Beginning (date): Write the date of the first day of the month covered by the report. Enter as day-month-year (in format dd-mm-yyyy), e.g. 01/09/2011.

Report for Period: Ending (date): Write the date of the last day of the month covered by the report. Enter as day-month-year (in format dd-mm-yyyy), e.g. 30/09/2011.

Type of Service; No. of Tests done: In this section, write the total number of tests conducted at the facility during the month, for the following services:

(i) HIV Testing: disaggregate the number of tests done by Voluntary Counseling & Testing (VCT), Provider-initiated Counseling & Testing (PITC), Prevention of Mother to Child transmission (PMTCT), Blood screening and any other.
(ii) Malaria testing: This applies to Malaria tests done with either Rapid Detection Test (RDTs) or with Microscopy in category of above or below 5 years of age. Disaggregate the number of tests done by RDT or Microscopy for each age category given, as well as the number of positive tests obtained.

Commodity name: The various Lab commodities are pre-printed on the form categorized into the various laboratory sections, e.g. Haematology.
Use the additional empty rows to record any item not pre-printed – use the commodity name as it appears on the stock card.

For each commodity, complete the columns in the main part of the reporting form as follows:

Unit of Issue: Enter the unit pack size for each lab commodity available for use in your health facility, e.g. Test, piece, strip.

Beginning Balance: Enter the quantity, in units, of each usable laboratory commodity available for use in the facility at the beginning of the reporting month.
NB: The Beginning balance for this month should be equal to the Physical count (Ending balance) at the end of the previous month. If it is not, indicate the loss or adjustment in the respective columns of this F-CDRR and explain in the section labelled "Explain Losses & Adjustments".

Quantity Received: Enter the total quantity, in units, of each usable laboratory commodity received by your facility from the central warehouses (e.g. KEMSA, SCMS, NPHLS) or any other sources (e.g. the District store, partner, donor, stock purchases), during the reporting month under consideration. If no stock was received at the facility during the month, enter a zero ("0") in this column.

The Quantity received is obtained from the Quantity Received or Receipts section of the updated Bin card / Stock card.

> Note: Please include all commodities irrespective of the supplier from whom they were sourced. Stocks received from other health facilities are considered as stock transfers and listed in the Adjustments column.

Quantity Used: Enter the total Quantity, in units, of each laboratory commodity used/consumed in the facility during the reporting month. If no commodity was used during the month, enter a zero ("0").

> Note: This quantity should include the sum of the quantity of commodity actually used for testing as well as quantity used for repeats and controls.

The Quantity used is obtained from the Daily Activity Register for Laboratory Regents and Consumables (MOH 642) or equivalent records of consumption in the facility. If several pages of the DAR have been used over the month, be sure to aggregate the figures across all the pages used that month for each laboratory reagent or consumable.

Number of Tests done: For each laboratory commodity used/consumed in the facility during the reporting month, enter the total number of tests conducted with it. If no commodity was used during the month, enter a zero ("0").

The number of tests done is obtained from the Daily Activity Register for Laboratory Regents and Consumables (MOH 642) or equivalent records of consumption in the facility

Losses: Enter the total Quantity, in units, of each laboratory commodity lost or wasted at the facility during the month, e.g. defective, damaged or expired stock. The reason for

the loss/wastage should be written in the “Explain Losses & Adjustments” section.

Adjustments [Indicate if (+) or (-)]: Enter the total positive or negative adjustments for the month, for each laboratory commodity.
An adjustment is a change in stock balance for any reason other than reagents used in the laboratory or quantities received from suppliers.
Positive adjustment: Enter the quantity of each commodity that was added to the facility stock for any reason except receipt from the official supplier during the month. Examples: transfer of stock from another health facility to your facility, excess quantities counted when stock-taking.
Negative adjustment: Enter the quantity of each commodity that was removed from the facility stock for any reason except use in laboratory testing or loss/wastage. Examples: transfer of stock from your facility to another health facility, quantities of stock found to be missing when stock-taking, quantities used for training purposes.
Adjustments should be recorded in the Bin card when they occur. The reason for the adjustment should be written in the “Explain Losses & Adjustments” section.

End of Month Physical count: At the end of each month, conduct a physical count of each laboratory commodity, irrespective of its source. Enter the total Quantity, in units, of each laboratory commodity counted in the facility at the end of the reporting month. If there is no stock at the facility for a commodity, enter a zero (“0”).

Report any differences between the Physical count and the expected Stock Balance in the Bin card as Adjustments or Losses. The reason for the adjustments or losses should be written in the “Explain Losses & Adjustments” section.

Quantity expiring in less than 6 months: During the physical count, note and record for each laboratory commodity, the quantity that will expire in less than six months, and write it in this column. Should there be several short expiry batches, record the dates of each. If there is no short expiry stock at the facility for a commodity, enter a zero (“0”).

Days out of stock: During the month, all user points should note and record for each laboratory commodity, the days the commodity was out of stock. Write in this column **the number of the days out of stock (if any) in the Facility.**

Quantity requested for Re-supply: Calculate the quantity, in units, for each laboratory commodity that your health facility should order, guided by the following formula:-

- Multiply the reported Quantity used by 4
- Subtract this value from it the Physical count
- This gives the Quantity requested in units.

Explain Losses & Adjustments: Use this space to explain losses and adjustments that have been reported as explained above. Additional remarks related to the commodities reported may also be made, e.g. need for stock re-distribution to prevent expiry.

Order for extra LMIS tools: Use this section to request for additional DAR or F-CDRR only when the tools in the facility are nearly full. Indicate quantity required for each type of tool.

Completed by: As the person who has completed this form, write your name, designation, telephone contact, and date that the report was prepared, and sign the form.

Approved by: *Take the report to the Facility in-charge (or other authorized person) for review. Once reviewed, this person should write their name, designation, telephone contact, and date that the report was approved, and sign the form.*

The signature of the Facility in-charge or other authorized person confirms that the report has been reviewed and is valid.

Facility Consumption Data Report and Request (F-CDRR) form for Laboratory commodities (MOH 643)

MOH 643

MINISTRY OF HEALTH

FACILITY CONSUMPTION DATA REPORT AND REQUEST (F-CDRR) FOR LABORATORY COMMODITIES

Name of Facility:

Facility Code:

District:

Province / County:

Affiliation: Ministry of Health ☐ NGO ☐ Local Authority ☐ Private ☐ FBO ☐

Report for Period: Beginning: dd/mm/yyyy Ending: dd/mm/yyyy

Type of service	No. of Tests done
Applicable to HIV Test Kits only	
VCT	
PITC	
PMTCT	
Blood screening	
Other (please specify)	

Applicable to Malaria testing only			
Test	Category	No. of Tests performed	No. Positive
RDT	Patients under 5 years		
	Patients aged 5-14 yrs		
	Patients over 14 years		
Microscopy	Patients under 5 years		
	Patients aged 5-14 yrs		
	Patients over 14 years		

Commodity Name	Unit of Issue *(e.g. Test)*	Beginning Balance	Quantity Received	Quantity Used	Number of Tests done	Losses	Adjustments *(Indicate if (+) or (-))*		End of Month Physical count	Quantity expiring in less than 6 months	Days out of stock	Quantity Requested for Re-supply
							Positive	Negative				
HAEMATOLOGY COMMODITIES												
Haematology reagents												
Normal control												
Abnormal high control												
Abnormal low control												
Grouping anti-sera - Anti-A												
Grouping anti-sera - Anti-B												
Grouping anti-sera - Anti-D												
Grouping anti-sera - Anti Human Globulin (AHG)												
Haemocue cuvettes												
Leishman stain												
BIOCHEMISTRY COMMODITIES												
Albumin												
Alkaline phosphatase												
ALT (SGPT)												
AST (SGOT)												
Creatinine												
Electrolytes												
Gamma GT												
Glucose test strips												
HDL Cholesterol												
Multistix												
Pregnancy test strips												
Serum Amylase test kit												
Serum protein kit												
Total Cholesterol												
Triglycerides												
Urea												
COMMUNABLES												
Applicator sticks												
Blue tips												
EDTA Vacutainer Stabilizer tubes												
EDTA Vacutainer tubes												
Latex Gloves												
Microscope slides												
Plain Vacutainer tubes												
Stool Polypots												
Vacutainer needles G21												
Vacutainer needles G23												
Yellow tips												
MICROBIOLOGY COMMODITIES												
Macconkey agar												
CLED agar												
Methanol												
Glycerol												
Oil Immersion												
Universal bottles												
Culture Plates												
MALARIA-RELATED LABORATORY COMMODITIES												
Malaria Rapid Diagnostic Test (RDT)												
Field Stain A												
Field Stain B												
Giemsa Stain												
TB-RELATED LABORATORY COMMODITIES												
Auramine-O (*for District hospital labs*)												
Carbol Fuschin (solution)												
Falcon tubes												
Hydrochloric acid (HCL)												
Lens Tissue												
Methylene Blue												
Microscope slides												
Potassium Permanganate (*for District hospital labs*)												
Sputum mugs (AFB Polypots with lids)												
Sulphuric acid												
HIV-RELATED LABORATORY COMMODITIES												
Rapid HIV 1+2 Test 1 - Screening												
Rapid HIV 1+2 Test 2 - Confirmatory												
Rapid HIV 1+ 2 Test 3 - Tiebreaker												
Hepatitis B (ELISA) Test (Hepanostika)												
Hepatitis C (ELISA) Test (Murex HCV)												
ELISA HIV & AIDS 1+2 Test (Vironostika)												
ELISA HIV & AIDS 1+2 Test (Murex HIV)												
Rapid Syphilis Test (RPR)												

Explain Losses & Adjustments:

Order for extra LMIS tools:-
To be requested only when your Data collection or reporting Tools are nearly full. Indicate quantity required for each tool type.

(1) Daily Activity Register for Laboratory Reagents and Consumables (MOH 642)c ☐

(2) F-CDRR for Laboratory Commodities (MOH 643)c ☐

Completed by: Tel: Designation: Sign: Date:

Approved by: Tel: Designation: Sign: Date:

F-CDRR for Laboratory commodities - ver Jan 2011

REPUBLIC OF KENYA

QUANTIFICATION JOB AID FOR LABORATORY COMMODITIES

Quantification is the process used to determine how much of a product is required for the purpose of procurement or ordering from the supplier(s).

PREPARATION

Have a pen, paper, calculator, stock cards, DAR e.g for Laboratory commodities (MoH 642), laboratory registers and Bincards

Prepare a quantification worksheet (See example)

List laboratory commodities to be quantified

For each commodity, carry out the steps listed below

- **CP** ♦ **Determine Consumption Period (CP) i.e. period over which consumption is being reviewed in months e.g 3 months**
- **C** ♦ **Determine consumption (C) i.e. quantity used during consumption period (CP). If there was a stock out during Consumption Period (CP), adjust as shown. NB CP must be in months**
- **AMC** ♦ **Calculate Average Monthly consumption (AMC). AMC = C/CP(in months)**
- **Max MOS** ♦ **Calculate Maximum months of stock (Max MOS). Max MOS = Desired CP +Buffer. E.g. if desired order period is 3 months and buffer required is for 1 months, then Max MOS will be 3+1 = 4 months**
- **MSL** ♦ **Calculate Maximum Stock Level (MSL) i.e. maximum quantity that a facility should have at any one time. MSL = AMC x Max MOS**
- **SOH** ♦ **Count Stock on Hand (SoH) for each item**
- **QO** ♦ **Calculate Quantity to Order (QO). QO =MSL - SoH**

ADJUSTING CONSUMPTION FOR STOCK OUTS

Adjusted consumption for stock outs(C2) is given by the equation below:

Worked Example

Commodity Name	**RDT test kits**
Receipts	**900 Units**
Issues	**600 Units**
Stock on hand 9 (SOH)	**400 Units**
consumption period (CP)	**3 Months or 90 Days**
Period in Stock	**2 Months or 60 Days**
Maximum Months of Stock (Max MOS)	**4 Months**

Given that CP IS 90 days and the product was stocked out for 30 days, then the period in stock is 90 days-30 days = 60 days

Quantification Worksheet

CONSUMPTION (C)	ADJUSTED CONSUMPTION FOR STOCK-OUT (C2)	AVERAGE MONTHLY CONSUMPTION (AMC)	MAXIMUM STOCK LEVEL(MSL)	STOCK ON HAND (SOH)	QUANTITY TO ORDER (QO)
Issues	$C(\text{units}) \times \frac{(CP\ (\text{days})}{\text{Period in Stock}}$	$\frac{C2\ (\text{Units})}{CP\ (\text{Months})}$	**AMC x Max MOS**	**Closing stock in units**	**MSL - SoH**
600	$\frac{600 \times 90}{60} = 900$	$\frac{900}{3} = 300$	**300 x 4 = 1200**	**400**	**1200 - 400 = 800**

NB

1. Consider using the second in calculation ONLY if you had stocks out during the CP.

2. Maintain the same unit of measure throughout the calculations e.g. tests or kits/ packs

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GOVERNMENT OF KENYA

LOSS REPORT/AUTHORITY TO WRITE-OFF

Registered No.....

Ministry.....

Department.....

Unit.....

The items/plant/equipment/vehicles listed below are the subject of loss to the Government due to the circumstances shown. All the circumstances concerned have been examined and are as reported below and overleaf. Remedial action has been carried out. Submitted for decision.

Officer-in-Charge.....

Designation.....

Date.....

Item No.	Code No.	Full Description	Unit	Value of Stock Charge	Estimated Value at the time of loss	Difference in value	Circumstances and Nature of the loss	Remarks
			TOTAL ..					

Case History

1. Loss was from (full address).....
2. Time and date it occurred.....and discovered by.....on.....
3. Date and time discovered and in what circumstances.....
4. Reason for the delay and who was responsible.....
5. Brief details of the circumstaces of the Loss.....
6. Name of officer responsible for custody.....How long was he responsible for custody.....
7. (*a*) Describe the arrangements for safeguarding the stores.....

   .....

   (*b*) What periodical checking of the stores is carried out and by whom?.....

   .....

(*c*) Were the checks properly carried out? Give the date of the last check and the name of the officer who carried it out.....

(*d*) If proper checking was not performed who is responsible for the omission?.....

(*e*) Was the loss, damage, deterioration attributable to any of the following:—(*Delete which is not applicable*)

1. Unavoidable accident 2. Negligence 3. Incompetence 4. Miscounduct?

(*f*) If through (*e*) 2, 3 or 4, the name of the person concerned and his involvement in the loss.....

8. (*a*) In the case of theft or fraud when were the police informed?.....

(*b*) By whom.....

(*c*) When was their investigation performed?.....

(*d*) The result of their enquiries.....

(*e*) Whether prosecution will or has resulted?.....(A copy of the report should follow)
A copy of the judgement should be forwarded.

9. Proposals to prevent a recurrence.....

.....

10. (*a*) If the responsiblity for the loss in part or whole is attributable solely to the officer referred to at 7 should he be required to make restitution and to answer for his dereliction of duty?
(*b*) If not, why not?

11. If 10(*a*) applies, give details of the officer's emoluments, other income, property and family commitments.

To the best of my knowledge the above replies cover all the circumstances pertaining to the loss to the Government in respect of the stores referred to.

Sgd......

Officer-in-Charge.....

Date.....

REPORT OF THE ACCOUNTING OFFICER OR OTHER COMPETENT AUTHORITY

Ref. No.....

To: Ministry .....

Department .....

Unit.....

The circumstances concerning the loss valued at.....have been investigated and authority is hereby given to write off the items shown on this report subject to the following:—

1. Disciplinary/Recovery action is to be taken against.....
2. Action to improve the security/safety is to be taken .....
3. Disposal of the items is to be arranged as follows.....

Date.....

Sgd......

Permanent Secretary

GPK (L)