 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-60-P03-S01
	Effective Date:	12-30-2020
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 4
	Department/Section:	Molecular Laboratory
	Document Title:	HANDLING EXPIRED REAGENTS

PURPOSE:

This document gives instruction on how to handle expired products and the products that are disqualified as “unfit for purpose” (laboratory reagents for COVID-19 RT-PCR).

SCOPE:


Applies to all Molecular Diagnostic Laboratory Personnel, Pathologists, Logistics Division Personnel of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

PERSON RESPONSIBLE:

End user, Logistics Division Personnel, Chief Finance Officer


GENERAL GUIDELINES:

- 1 For the purpose of this standard operating procedure, the following terms are to be defined:
 - 1.1 ***Expiration Date.*** It refers to the date after which a consumable product such as reagents, and media used for COVID-19 RT-PCR which should not be used as it may be spoiled, damaged, or ineffective.
 - 1.2 ***Shelf life.*** It is the length of time that a reagent for COVID-19 RT-PCR may be stored without becoming unfit for use, or consumption.
 - 1.3 ***Disqualified products.*** It refers to reagents, media, and other supplies and consumables use for COVID-19 RT-PCR which are considered “unfit for purpose”/ “unfit for use”.
- 2 The Section Head shall request COVID-19 RT-PCR reagents by making a Purchase Requisition duly signed by the Laboratory Manager, Ancillary Division Officer and routed to Budget and Cost Department for the verification of the remaining budget for the purchases.

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- 3 Materials Management Department shall make the Purchase Orders for the reagents, supplies and other consumables needed for the COVID-19 RT-PCR testing.
- 4 The Department shall always verify the expiration date before using a product (Laboratory reagent, supplies, media and other consumables used for COVID-19 RT-PCR testing).
- 5 The Department shall not use reagent, supplies, and other consumables which are expired or disqualified.
- 6 The Department shall return the expired reagents to the Logistics Division.
- 7 The Department shall use a logbook to register all expired and disqualified products.
- 8 The Department shall record the reason for classifying the products as "out of use" in the logbook under "Reason" (e.g. expired products, product unfit for purpose).
- 9 The Section Head shall make an Incident Report of the served expired reagents, or nearing expiry reagents.
- 10 The Department shall ensure that all expired or disqualified products are packed in a box marked "Do Not Use".
- 11 If the reagents left are over the expiry date, the department personnel shall destroy the remaining quantity as per the procedure mentioned in the SOP for "Disposal of waste generated".


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PROCEDURE:



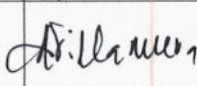
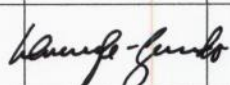


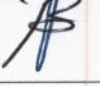
1. The Medical Technologist/Analyst informs the Section Head in case of the requirement of any laboratory reagent, supplies and other consumables for Covid-19 RT-PCR.
2. The Section Head makes a Purchase Requisition /Stock Requisition for the needed reagents, supplies and other consumables to the Materials Management Department after Purchase Requisition has been duly signed and routed.
3. The Materials Management Department makes the Purchase Orders to the different suppliers.
4. Once the supplies, reagents and other consumables have been delivered, the Warehouse In-Charge delivers it to the Molecular Biology Laboratory.
5. On receipt of the reagents/supplies and other consumables for COVID-19 RT-PCR, the Section Head verifies it against the reagent, supplies, and other consumables requirement.
6. The Medical Technologist/Analyst observes the physical condition/bottles, packs/boxes before receiving the reagents for Covid-19 RT-PCR testing.
7. After opening the reagent bottle, if abnormal observation is found in the physical appearance of reagent the Medical Technologist immediately informs the Procurement Section (Logistics Division).
8. The Medical Technologist/Analyst ensures the expiry date of a particular reagent before using it. Do not use any reagents after the expiry date.

REFERENCE:

1. <https://www.labmanager.com/lab-health-and-safety/how-to-handle-lab-reagents-after-their-expiration-date-907>

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	DAVID G. PEDROZA, MD Associate Pathologist		7/5/2022
Verified by:	TIFFANY B. VILLANUEVA-COO, RMT Laboratory Manager		7-7-2022
	MONICA B. VILLANUEVA, RN, RMT, PhD Laboratory Director		7.7.2022
	MELANIE ROSE B. ZERRUDO, MD, FPSP Chair, Department of Pathology		7-7-2022
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		07-07-2022
Recommending Approval by:	ROSARIO D. ABARING, RN, MN, PhD, FPCHA Ancillary Services Division Officer		07-06-2022
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		7/8/22
Approved by:	GENESIS GOLDI D. GOLINGAN President and CEO		



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KEY TASKS	PERSON RESPONSIBLE
1. Informs the Section Head in case of the requirement of any laboratory reagent, supplies and other consumables for Covid-19 RT-PCR.	Medical Technologist /Analyst
2. Makes a Purchase Requisition /Stock Requisition for the needed reagents, supplies and other consumables after Purchase Requisition has been duly signed and routed.	Molecular Laboratory Section Head
3. Verifies on receipt the reagent, supplies, and other consumables requirement.	
4. Observes the physical condition/bottles, packs/boxes before receiving the reagents for Covid-19 RT-PCR testing.	Medical Technologist /Analyst
5. Ensures the expiry date of a particular reagent before using it. Do not use any reagents after the expiry date.	



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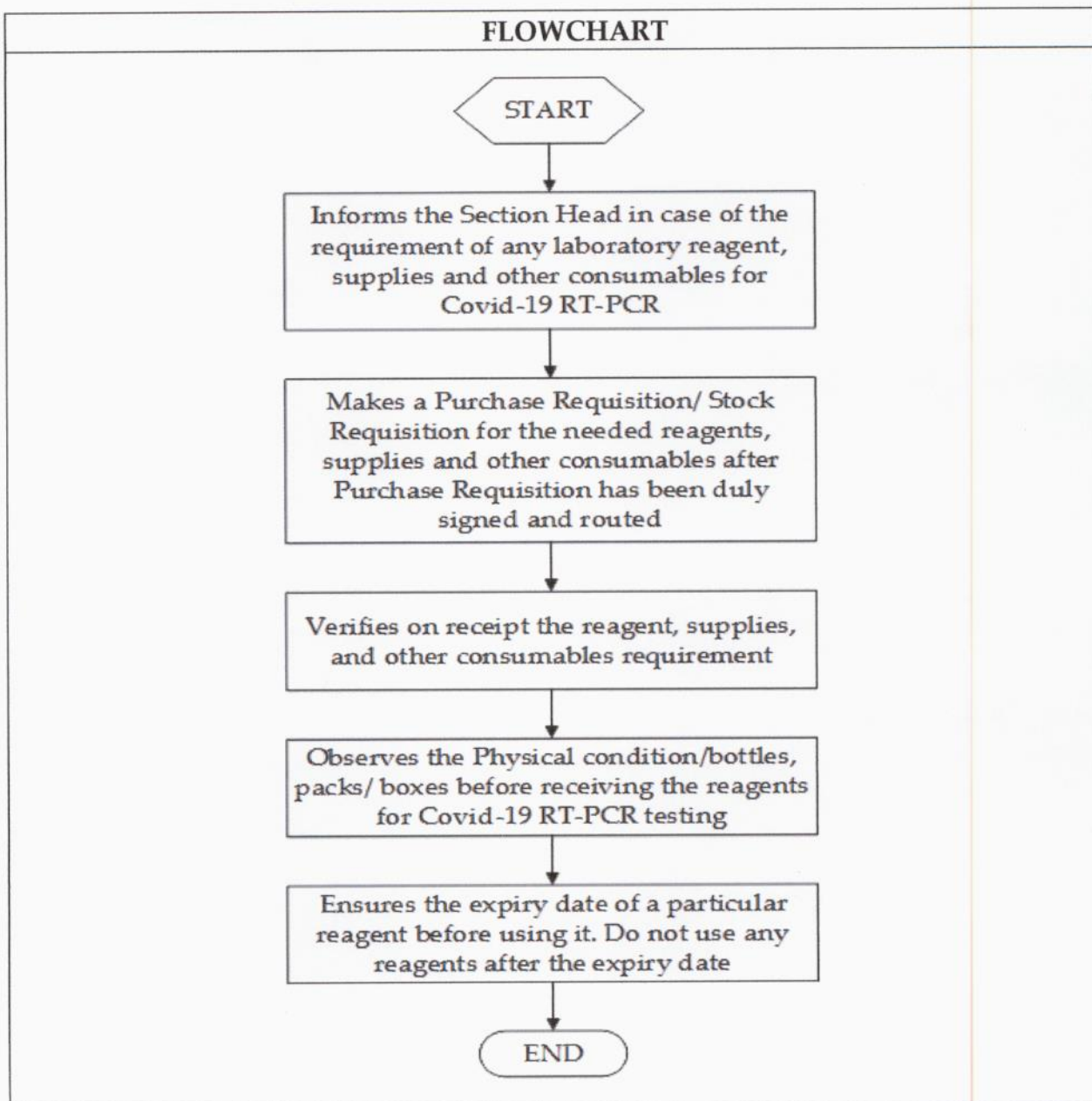



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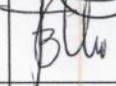
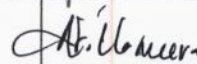
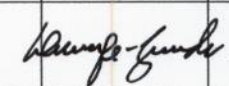
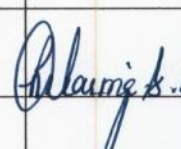
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FLOWCHART



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Verified by:	TIFFANY B. VILLANUEVA-COO, RMT Laboratory Manager		7/7/2022
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