

**OLIVE VIEW-UCLA MEDICAL CENTER  
DEPARTMENT OF PATHOLOGY  
POLICY & PROCEDURE**

**NUMBER: 5489  
VERSION: 2**

**SUBJECT/TITLE: ADM 54.0: INVENTORY POLICY**

**POLICY:** Each area within the OVMC/UCLA Pathology Department will comply with the inventory policy to assure that each laboratory section has sufficient supplies and reagents.

**PURPOSE:** The inventory policy in the OVMC/UCLA Pathology Department assures that each laboratory section has a system of monitoring all supplies and reagents. Monitoring is scheduled at regular intervals and assures maintenance of adequate quantities of reagent/supplies in order to provide optimal patient care. The time intervals for taking inventory of supplies and reagents are sufficient so that no shortages occur. The establishment of minimum quantities of all consumable insures adequate inventory during the reordering process. The department policy designates the responsible party for the follow up of the order, usually the supervisor or designee. In addition, inventories are carefully monitored to assure minimum waste due to out dating of reagents.

**DEPARTMENTS: PATHOLOGY**

**DEFINITIONS:**

**PROCEDURE:** Consumption levels are to be monitored at least quarterly to determine any change in minimum quantities, ordering intervals (changing from weekly to monthly, etc.), and possibly changing vendors.

High unit cost items and items easily convertible to personal use must be stored in high security storage areas. Resources, which have the highest risk of loss, and which if lost, would greatly affect our operation and provision of patient care must receive the highest security measures.

Each section supervisor is responsible for ensuring compliance with the Department policy. Inventory levels are carefully maintained so there is no disruption to the provision of patient care and supplies are used prior to out-dating.

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<b>Date:</b>	<b>Revisions made:</b>	<b>By:</b>	<b>Rev:</b>
9/12/12	Placed in PPM System	S. Spike	54.0

<b>"No changes in procedure content, new version was created to satisfy CAP requirement TLC.11485 - New Director Procedure Approval"</b>	
References:	
Approved by: Armine Baltayan (Interim Laboratory Director), Deepthi Karunasiri (Co-Director of Clinical Pathology)	Date: 08/13/2018
Review Date: 08/13/2018	Revision Date: 9/12/12
Next Review: 08/13/2020	
Distribution: Administration (Pathology), Medical Administration	
Original Date: 02/19/1993	