



## Material Inventory Check

Material Inventory Check			
Category:	Facilities Management and Operations		
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### 1.0 PURPOSE

The purpose of this SOP is to establish a systematic process for conducting inventory checks of materials at Nourah's Tissue Biobank. Regular inventory checks ensure that all consumables, reagents, and equipment are available, properly stored, and adequately tracked to support biobank operations.

### 2.0 SCOPE

This SOP applies to all materials stored and used at Nourah's Tissue Biobank, including laboratory consumables, reagents, chemicals, kits, and equipment necessary for sample processing, storage, and analysis.

### 3.0 ROLES AND RESPONSIBILITIES

This SOP applies to all personnel of Nourah's Tissue Biobank members

Biobank Personnel	Responsibility
Biobank Manager	Oversees the inventory management process, reviews inventory logs, and approves any restocking or reordering as necessary.
Laboratory Technicians	Ensures that materials are correctly labeled, stored, and used in accordance with biobank protocols.
Quality Assurance (QA) Officer	Conducts the inventory checks, records findings, and reports discrepancies or low stock levels.

### 4.0 MATERIALS, EQUIPMENT, AND FORMS

Listing of the materials, equipment, and forms being used to achieve the goals of the SOP, this list will mainly contain necessary materials and, or recommendations that may be substituted by alternative or equivalent materials more suitable at the time of testing.

Material to be used	Site

### 5.0 POTENTIAL HAZARDS



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In this part of the SOP, we explain the potential hazards from chemicals and methodologies used in this procedure. It will also contain information on how to handle these chemicals and the level of biosafety

Material	Safety and handling

## 6.0 PROCEDURES

The process of inventory verification is performed regularly to ensure that all biobank chemical materials are correctly located in their storage unit

### 6.1 SCHEDULE OF INVENTORY CHECKS

1. Perform daily checks for critical consumables and reagents required for daily operations, such as gloves, pipette tips, and commonly used reagents.
2. Conduct weekly checks for perishable items or materials with limited shelf life, such as certain reagents, chemicals, and solutions.
3. Perform a comprehensive inventory check for all materials, including consumables, reagents, chemicals, and equipment. Monthly checks ensure that stock levels are sufficient, and materials are within their expiration dates.

### 6.2 INVENTORY CHECK PROCESS

1. Generate an inventory list from the LIMS or Inventory Management System, including material names, quantities, storage locations, and expiration dates.
2. Physically count each item on the inventory list, checking for accuracy in quantity and condition.
3. Confirm that each material's physical location matches the recorded storage location in the inventory system.
4. Verify that materials are in good condition, properly labeled, and stored in compliance with their specified conditions (e.g., temperature-sensitive items stored at -20°C or -80°C).
5. Discard or remove expired materials, documenting the disposal in the inventory log.
6. Compare the current quantity of each item against its reorder level.
7. For materials that have reached or fallen below their reorder level, initiate a restocking request as per biobank purchasing protocols.

### 6.3 DOCUMENTATION AND REPORTING

1. Record findings for each inventory check in the Inventory Check Log, including material name, quantity, condition, expiration date, and any discrepancies. (Appendix A):
2. Document any corrective actions, such as reordering, disposal of expired items, or updating storage locations.
3. If discrepancies are found (e.g., missing or damaged items), record them in an Inventory Discrepancy Report and notify the Biobank Manager.



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4. Investigate discrepancies, update the inventory record if necessary, and take corrective action to prevent recurrence.
5. For items at or below reorder levels, complete a Restocking Request Form and submit it to the Biobank Manager for approval.

### 6.4 CORRECTIVE ACTIONS

1. Document any discrepancies in material count, condition, or location in the Inventory Check Log and notify the Biobank Manager.
2. Review usage logs and storage locations to investigate possible causes of discrepancies, such as misplacement or unauthorized use.
3. If discrepancies cannot be resolved, update the LIMS or Inventory Management System to reflect accurate stock levels and locations.
4. For low-stock items, submit a restocking request to ensure adequate material availability.

### 6.5 REORDERING PROCESS

1. Calculate reorder quantities based on historical usage rates and current stock levels.
2. Prepare a purchase order for materials needing restocking and submit it to the Procurement Department for processing.
3. Upon receipt of new stock, verify the quantity and condition of items against the purchase order.
4. Update the inventory system to reflect the new stock levels and storage locations

## 7.0 REFERENCES

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## 8.0 REVISION HISTORY

SOP No.	Date Revised	Author	Summary

## 9.0 APPENDICES

Appendix A - Inventory Check Log