

Study supplies procurement, ordering, storage, and inventory

1. PURPOSE

This is an example of a procurement SOP including examples of supplies that may be required during the DeWorm3 Project, with the necessary level of detail. Please feel free to add your institution's procurement SOP here, or use this SOP as you see fit

The SOP outlines the process of study supplies procurement, ordering, storage, and inventory. It is in place to ensure that the required study supplies are available in good time and in good condition.

2. INTENDED USERS

The intended users of this SOP are the site Trial Coordinators, laboratory managers, store managers and other site study staff responsible and involved in the procurement, storage and inventory of study consumables (field and laboratory).

3. RESPONSIBILITIES

All administrative staff members are responsible for understanding and following this SOP as well as all study staff who are involved in procurement and storage of supplies including: (i) Buyers or staff requesting for supplies, (ii) Store Manager, if applicable, (iii) Procurement committee, (iv) Accounts department.

The laboratory manager and other laboratory personnel involved in procurement of supplies must also read, understand and agree to the SOP in relation to laboratory stock management.

The Trial Coordinator is responsible for day-to-day oversight, and for overseeing quality control (QC) procedures related to this SOP. The laboratory supervisor is responsible for overseeing QC procedures related to this SOP for the laboratory. It is the responsibility of the site's Principal Investigator (PI) to ensure that all relevant staff comply with this SOP.

4. DEFINITIONS

- 4.1. **Study Supplies Plan:** A reference sheet consolidating all the supplies required for various aspects of the study. This is divided into a separate worksheet for each activity stream e.g. pre-trial sensitisation, census, baseline cross-sectional survey (field and laboratory), longitudinal monitoring cohort, etc.
- 4.2. **Study Supplies Inventory List:** The inventory list is a dynamic form containing the items on the Study Supplies Plan, and is to be updated periodically by the procurement or store manager to keep track of supplies available in store. It must be updated when supplies are removed from the store for the project or replenished with a new order. It helps to track the use of all materials and ensures that re-ordering is done in a timely manner.
- 4.3. **Supply Request Form:** The Supply Request Form refers to the request form filled by the project management team to the procurement team when they require supplies for study activities.
- 4.4. **Storage Condition Log:** This log is in place to check the conditions of the storage of study supply stock. For the lab supplies, the temperature and humidity must be recorded on a daily basis.

5. REQUIRED MATERIALS

- 5.1. Study Supplies Plan (electronic form)
- 5.2. Study Supplies Inventory List (electronic form)
- 5.3. Supply request form

- 5.4. Storage conditions log
- 5.5. Pens
- 5.6. Thermometer (with humidity monitor)
- 5.7. Hygrometer

6. PROCEDURE

6.1. Study Supplies Plan and Inventory List development

- a. At the onset of the project, the site team will compile a Study Supplies Plan to assess and plan what supplies will be required for each activity. This will act as a reference sheet for all activities.
- b. The Study Supplies Plan should be divided into the specific activities (e.g. census, baseline cross-sectional survey (field and laboratory) etc.).
- c. The Study Supplies Inventory List will be developed from the Study Supplies Plan, and this will act as a supplies monitoring tool, with supplies used and ordered updated on the form on a regular basis. The Trial Coordinator, Store Manager and Laboratory Manager are permitted to update the inventory list.
- d. An approximate time frame for supplies requirements and an estimate of costs for accounting purposes should be included in the Study Supplies Inventory List. The final inventory list must be signed by the Trial Coordinator, Site PI and accountant.

6.2. Study Supplies Procurement

- a. The sites will likely have their own procurement standards in place already. However, below is a template for the procurement procedure for supplies/services exceeding \$XXX value, if there is no current procedure in place:
- b. One procurement officer for each of the field and laboratory supplies can be assigned to keep a regular update on the Study Supplies Inventory List and report back to the head of procurement. When orders are placed for restocking, the procurement team must ensure the orders are placed in a timely manner.
- a. Any supplies requests for the DeWorm3 Project must be requested through the procurement department / stock manager through a Supply Request Form. The request form must be counter signed by the Trial Coordinator or Site PI.
- c. The Supply Request Form should clearly indicate the trial activity for which the supplies are required, detailed specifications and timelines for their delivery.
- d. The tendering process should be used for supply orders beyond a value \$XXX, whereby the contract is put out for tender and a minimum of three quotations from independent contractors are obtained and reviewed before a decision.
- e. Where a minimum of three quotations is needed, a procurement committee, composed of a minimum of three members of staff (Site Trial Coordinator, Site PI; Procurement Officer) will need to agree on the winning bid, notified through their joint signature.
- f. Once a contractor is selected as a supplier, they can continue to provide supplies for the study duration.
- g. When a single quotation suffices (supply order below value of \$XXX), either the Site PI or the Trial Coordinator need to sign the request.
- h. The approved request is transferred to the accounts department for processing the supplier invoice.
- i. The possible reason for non-approval of requests for supplies are: non-conformity of the documentation; inflated pricing on the quotations, insufficient justification for

the request in line with activity requirements

6.3. Procedures for expedited requests

- a. The procedures to follow if supplies, equipment or service of a value over \$XXX are urgently needed must be specified.
- b. The Supply Request Form will be taken directly to the Site PI / Trial Coordinator for approval.
- c. The signed expedited Supply Request Form will then be sent to the accounts department for processing.

6.4. Suppliers' management

- a. Availability of signed agreement and purchase order from the supplier agreed upon should be confirmed by the procurement team.

6.5. Storage management

- a. All study supplies should be listed on the Study Supplies Inventory List once procured. The list is kept updated by the Store/Stock Manager and the laboratory manager respectively.
- b. The place and date of purchase of the supplies need to be noted on the Study Supplies Inventory List as accurately as possible. If applicable, this includes delivery times. This is necessary for ensuring that re-ordering can be done in a timely manner.
- c. The Store/ Stock Manager inspects received products. By signing the entry on the Study Supplies Inventory List, he/she confirms that he has received the products.
- d. If a unit of consumables is newly opened, the date of opening the unit needs to be recorded on the Study Supplies Inventory List (this includes items such as a box of gloves, set of spatulas, pack of tubes, etc.).
- e. In the case of Lab supplies and pharmaceutical products, the Store Keeper will need to update the Storage condition log on a daily basis.
- f. Do not store supplies in or around extreme temperatures. This not only includes the environment temperature, but also possible other sources of heat/cold, such as heaters etc. Keep away from water supplies (sinks, wash basins, etc). If needed, invest in covers and shields to protect from debris and dust.
- g. Inventory uptake: On a monthly basis, a member of the administration team, other than the store manager, will perform an inventory update. If the stock is as per the balance on the Study Supplies Inventory List, he/she signs and writes the date of the inventory uptake.

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Approvals			
<i>I have reviewed and approve this SOP for implementation.</i>			
Principal Investigator	Signature	Date	

Document History		
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1	24 July 2017	Elodie Yard, Fabian Schaer and Katherine Halliday

SITE NAME
Read and Review Log

List of individuals who read and reviewed the SOP

Date	Name	Title	Signature*

*By signing this log, study staff confirm that they have read and understood the content of the SOP