

Annex 4-A: Inventory Log Example

Below is an example of the inventory of reagents and supplies used in a number of laboratories performing microscopy for acid-fast bacilli (AFB).

QUARTERLY REPORTS CONSOLIDATED

AFB MICROSCOPY LABORATORY STOCKS

REGION: West Ridge

QUARTER: 1
YEAR: 2003

Microscopy centres	In stock at the centres end of the quarter						
	Carbolfuchsin stain Ltr.	Sulphuric acid 25% Ltr.	Methylene blue stain Ltr.	Sputumpots pcs	Slides pcs	Immersion oil ml	Spirit Ltr.
A	2	3	1	123	300	100	3
B	0	1	1	0	50	20	1
C	0.5	0.5	0.5	100	100	0	3
D	1	1.5	2	500	200	100	2
E	0.2	0.5	0.3	150	150	50	1.5
F	2	4	2	500	300	100	2.5
G	0	0	0	0	0	200	0
H	0.3	1	1.2	300	200	50	1
I	1.5	0	0.5	100	120	0	1.5
J	3	1	2	200	150	75	2
Total Region	10.5	12.5	10.5	1973	1570	695	17.5

Annex 4-B: Supplies Request Form Example

Below is an example of a form used for requesting supplies.

REQUEST FOR AFB MICROSCOPY SUPPLIES

REGION West Ridge QUARTER 2 YEAR 2003

ITEM	PER SMEAR (stains in)	FORMULATION (gr or Ltr/Ltr)	SMEARS TO BE DONE (no.)	RESERVE FACTOR (x calculated)	CONSUMPTION + RESERVE	LEFT IN STOCK	CALCULATED REQUEST	ACTUAL REQUEST (rounded)	UNIT
Sputumpots pcs	1		5098	2	0	5.000	-5.000	5.000	pcs
Slides pcs	1		5098	2	0	3.000	-3.000	7.000	pcs
Basic fuchsin gr	0,004	3	5098	2	122	150	-28	0	gr
Phenol gr	0,004	50	5098	2	2.039	750	1.289	1.500	gr
Sulphuric acid conc. Ltr	0,006	0,25	5098	2	15	10	5	5	Ltr
Methylene blue gr	0,004	3	5098	2	122	100	22	25	gr
Denatured alcohol Ltr	0,004	0,1	5098	2	4	8	-4	0	Ltr
Burning spirit Ltr	0,002		5098	2	0	30	-30	0	Ltr
Immersion oil ml	0,05		5098	2	0	100	-100	400	ml

Notes: stains are made up according to the Guide for AFB smear microscopy of the IUATLD
a reserve stock of 3 months will be used for this calculation

Annex 4-C: Computerized Inventory Report Example

Below is an example of a computer print-out from an inventory program. It shows the quantity of all supplies and reagents, including where they are stored, storage requirements (temperature), expiration dates, and status/condition.

Products list - SoftLab: Laboratory Stock Management -

File Review New Orders Products Distributions Laboratories Cold chain Statistics Inventory

PROG. NEW ORDER NEW DISTRIB. STOCK BY - STOCK REVIEW DISTR. PRICE OF PROD. FRIGES FREEZER

Prod. name	N. of packs	N in pack	N total	Prod. type	Rec. date	Sh. nb.	Type cons.	Exp. date	Batch nb.	Prod.	State	Secu.
ABTS micro wheel, 100 ml	6	6	36	Reagents microbio	24.09.2001	fridge 1	2 - 8°	24.09.2040	ATBS1	UNKNOWN	Good	
Antiserum cholera polyv., sanofi, 1 ml	1	1	1	Reagents microbio	24.09.2001	fridge 1	2 - 8°	15.08.2001	A1	Sanofi	Expired	
Antiserum Salmonella monov., 3 ml	6	1	6	Reagents microbio	24.09.2001	fridge 1	2 - 8°	15.07.2003	A1	Sanofi	Expired	
Antiserum Shigella dysent. type 1, 2 ml	12	1	12	Reagents microbio	24.09.2001	fridge 1	2 - 8°	08.01.2001	A1	UNKNOWN	Expired	
Antiserum Shigella polyv. C1 C2 C3, 2 ml	7	1	7	Reagents microbio	24.09.2001	fridge 1	2 - 8°	15.04.2002	A1	UNKNOWN	Expired	
Antiserum Shigella sonn.(D), 2 ml	1	1	1	Reagents microbio	24.09.2001	fridge 1	2 - 8°	15.04.2002	A1	UNKNOWN	Expired	
Combinaison Topguard L	17	1	17	Hygiene & security	24.09.2001	Palette 1	Ambient	24.09.2040	L1	UNKNOWN	Good	
Combinaison Topguard XL	8	1	8	Hygiene & security	24.09.2001	Palette 1	Ambient	24.09.2040	XL1	UNKNOWN	Good	
Combinaison Topguard XXL	4	1	4	Hygiene & security	24.09.2001	Palette 1	Ambient	24.09.2040	XXL1	UNKNOWN	Good	
Conjugué peroxydase pour ELISA, 0,5 ml	7	1	7	Reagents microbio	24.09.2001	Freezer 1	- 18°	01.08.2007	C1	UNKNOWN	Good	
Disk amoxicilline	1	200	200	Reagents microbio	24.09.2001	fridge 1	2 - 8°	30.07.2002	D1	UNKNOWN	Expired	
Disk ampicilline	2	200	400	Reagents microbio	24.09.2001	fridge 1	2 - 8°	28.02.2002	D1	UNKNOWN	Expired	
Disk céfalotine	1	200	200	Reagents microbio	24.09.2001	fridge 1	2 - 8°	30.01.2003	D1	UNKNOWN	Expired	
Disk ciprofloxacine	2	200	400	Reagents microbio	24.09.2001	fridge 1	2 - 8°	15.01.2003	D1	UNKNOWN	Expired	
Disk cotrimoxazole	1	200	200	Reagents microbio	24.09.2001	fridge 1	2 - 8°	30.07.2002	D1	UNKNOWN	Expired	
Disk Kenamycine	2	200	400	Reagents microbio	24.09.2001	fridge 1	2 - 8°	15.11.2002	D1	UNKNOWN	Expired	
Disk norfloxacine	2	200	400	Reagents microbio	24.09.2001	fridge 1	2 - 8°	30.01.2003	D1	UNKNOWN	Expired	
Ecouvillons chlamydiee	2	100	200	Sampling material	24.09.2001	fridge 1	2 - 8°	30.04.2002	EC1	UNKNOWN	Expired	
Got anti-IgM, 1 mg	2	1	2	Reagents microbio	24.09.2001	Freezer 1	- 18°	24.09.2010	C1	UNKNOWN	Good	
huile immersion Sigma, 500 ml	1	1	1	Microscopy material	24.09.2001	shelf 1-2	Ambient	24.09.2040	H1	Sigma	Good	
Kit CDC complet	1	1	1	Hygiene & security	24.09.2001	Palette 1	Ambient	24.09.2040	CDC1	UNKNOWN	Good	
levure + hémine Biorad, 1 ml	2	1	2	Reagents microbio	24.09.2001	fridge 2	2 - 8°	15.01.2002	L1	Biorad	Expired	
Lunettes de protection	10	1	10	Hygiene & security	24.09.2001	shelf 1-1	Ambient	24.09.2040	L1	UNKNOWN	Good	
Media agar standard, 100 g	1	1	1	Reagents microbio	24.09.2001	shelf 1-4	Ambient	24.09.2040	A2	UNKNOWN	Good	
Media agar, bas point tur...	1	1	1	Reagents microbio	24.09.2001	shelf 1-3	Ambient	24.09.2001	A1	UNKNOWN	Expired	
Media bouillon sélénite, 1 ml	1	1	1	Reagents microbio	24.09.2001	shelf 1-1	Ambient	01.01.2002	123	UNKNOWN	Expired	
Media Cary Blair, 500 g	1	1	1	Reagents microbio	24.09.2001	shelf 1-1	Ambient	08.05.2008	12345	Oxid	Broken	3
Media chocolat Polyviter...	1	1	1	Reagents microbio	24.09.2001	fridge 2	2 - 8°	06.01.2001	M1	BioMérieux	Expired	
Media Cœur-cervelle, 10 ml	25	1	25	Reagents microbio	24.09.2001	fridge 1	2 - 8°	31.08.2002	CC1	UNKNOWN	Expired	
Media CPS-ID2 en boîte 9cm	15	1	15	Reagents microbio	24.09.2001	fridge 2	2 - 8°	28.05.2001	M1	BioMérieux	Expired	
Media de conservation, tube 2,6 ml	5	50	250	Reagents microbio	24.09.2001	fridge 1	2 - 8°	30.12.2001	MC1	Biorad	Expired	
Media enrichissement cholera, Biorad, 10 ml	12	1	12	Reagents microbio	24.09.2001	fridge 1	2 - 8°	30.11.2001	EC1	Biorad	Expired	
Media Hektoen, 100 ml	100	1	100	Reagents microbio	24.09.2001	shelf 1-3	Ambient	30.10.2001	HEK1	UNKNOWN	Expired	
Media Klieger en tubes	20	1	20	Reagents microbio	24.09.2001	fridge 2	2 - 8°	08.08.2002	M1	BioMérieux	Expired	

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