1.0 Purpose
The purpose of SOP 1.6 is to describe the process of maintaining inventory for BCR laboratory.

2.0 Scope
SOP 1.6 is intended to cover all resources, personnel and equipment in the BCR laboratory.

3.0 Procedure

3.1 Back stock for all laboratory supplies are kept in the Storage Room (Room 026-314S-A & 020W-326W). At all times there should be a back stock available of commonly used items. To find the amount of supplies that should be in stock at all times refer to the “Backstock Product Sheet” available in the further references section. The product sheet includes all commonly used items, the amount to order and order numbers. To ensure that the laboratory is stocked and without a surplus of unused items, the BCR lab will utilize Just in Time ordering.

3.2 The stock items will be regularly monitored so the inventory control monitor knows which items and how many are still in the inventory. The consumption of each stock should also be monitored regularly to adjust ordering as needed.

3.3 When new inventory comes in, the receiver needs to sign for the item. Check the packaging list and contents of box to make sure the correct items and the correct number of items have arrived. It is also important to check for storage directions.

- Items +2 to +8° C will be stored in Fridge #1 or in the cold storage walk in (In room 026-328S-A) if ordered for stock purposes.
- Items -20° C are placed in Freezer #2 (026-328S-A) or #3 (026-314S-A) in its designated location or on a specific researcher’s shelf.
- Items at Room Temperature are stored either in the Storage Room or transferred to whomever the item was ordered for.

3.4 Initial and date the packaging slip upon arrival. This is to be alphabetically filed by vendor, in the Receivables Log Binder, located on the back wall on the shelving unit with the extra binders.

3.5 Notify the researcher that the item was ordered for if applicable and let them know that it arrived and where it is located.

3.6 Break down any boxes and place in the hallway for pick up; dispose of any packing materials in the proper receptacle.

4.0 Applicable References
4.1 Backstock Product Sheet: (available in further references section)
4.2 Appropriate waste disposal sheet

5.0 Change Description

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<th>Date</th>
<th>Reference</th>
<th>Description of Change</th>
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