



CAPRISA

CENTRE FOR THE AIDS PROGRAMME OF
RESEARCH IN SOUTH AFRICA



CAPRISA is a UNAIDS
Collaborating Centre for
HIV Prevention Research

MTN REGIONAL MEETING

01-07 Oct 2010

Cape Town

Natasha Samsunder

CAPRISA

- **Effective inventory management of any kind involves getting the right inventory to the right place at the right time in the right quantity.**
- **Best practices enable the organization to identify critical inventory system components, optimize inventory data and address regulatory requirements.**

- **Inventory management also entails storage of the kits or items in the correct environment i.e. temperature, light etc. and establishing and maintaining safety data (in the event of accidents this information is already available).**
- **You also do not want to tie up capital by purchasing too much stock or encountering non usage to kits by the expiry date.**

MTN 003 Clinic Inventory/kit lot log sheets

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Attn Ted Livant

✚ Email Or datafax to livantew@upmc.edu

| Test | Number of Kits on Hand | Number of tests per kit | Exp Date | Lot Number | Monthly Expected usage | Date Ordered | Date recd |
|--------------------------------|------------------------|-------------------------|--------------------|--|------------------------|--------------|--------------------------|
| Pregnancy Test-Quidel Quickvue | 8 boxes | 25 each | 27 Nov 10 | 705822 | | | |
| Pregnancy test kit controls | 2 bottles | | 31 Oct 2010 | 61321 | | | |
| Urine Dipsticks-Siemens | 11 | 100 each | May 2011 | 9L07DBE | | | |
| Urine Controls | 2 boxes | 1 bottles in each | 30 Jun 2011 | Control 1-UB1511061 Control 2-UB1511062 | | | |
| pH paper (3.6 to 6.1) | 5 cassettes | 100 strips | Jul 2012 | 30A284 | | | |
| Osom BV Blue | 2 kits | 25 | 1020-09 | B2106 | | | 04/05/2010 |
| BV Blue Controls | 2 boxes | 25 | 2011-03 | CK031 | | | 04/05/2010 |
| Osom Rapid Trichomonas | 26 kits | 25 | 2011-08 2011-05 | 101176 (24) 101013 (2) | | | 01/06/2010 17/06/2010 |
| Rapid Trichomonas Controls | 4 boxes | 10 | 2011-07 2011-10 | 091606 (1) 101130 (3) | | | 01/06/2010 17/06/2010 |
| | | | | | | | |
| | | | | | | | |

Monthly report submitted by: Phindila
Site: CAPRISA-ETHEKWINI

Date : 16/07/2010



- **The first step for us in inventory management was to list all the inventory used for the study and the number of tests per kit.**
- **We then had to decide on the minimum levels per kit by factoring in the usage of the tests, procurement processing time as well as shipping of the kits to the lab.**

- **Note: The procurement process in some instances can be very long and shipping time from the US also can be long.**
- **The inventory is updated regularly and sent to NL once monthly.**
- **If critical stock usage is experienced and min. stock levels reached quicker than expected, this gets communicated immediately to NL, who communicate with the other sites to check for availability of the item quicker than supplier delivery time.**

- **It is extremely important that the administration of this inventory be assigned to one person who takes responsibility for checking the stock levels on a regular basis.**
- **It is also of utmost importance to communicate any issues experienced with the NL so that the site is not even in a predicament where participants can not be seen due to kit shortages.**

- **An added extremely important item is that you note the expiry date of the kits and compare this to your usage to ensure that all stock is used up prior to the expiry date.**
- **Also the rule “ First in, first out” applies BUT always keep a track of your expiry date and ensure usage of your closer to expiry date items first.**

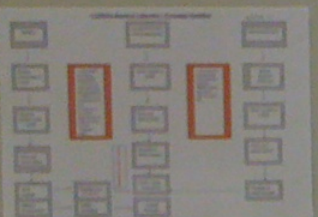
Scientific

FREEZER 8

A clipboard with a data table is mounted on the blue wall. The table contains several columns and rows of data, likely representing temperature logs for the freezer. The text is too small to read, but the layout is typical of a laboratory log.










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-  Edward Livant
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