

Storage, stocktaking and ordering supplies

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Glassware

- Keep glassware on the shelves of a cupboard away from dust.
- Flasks should be plugged with non-absorbent cotton or aluminum Foil and arranged by type and size.

Chemicals and reagents

- Arrange chemicals and reagents in strict alphabetical order.
- Acids and inflammable and dangerous chemicals (indicated by appropriately colored labels) should be stored separately in a special section.
- Poisons (also indicated by appropriately colored labels) should be stored separately in a locked cupboard.

Instruments and Equipment

- Instrument must be kept on a fixed bench.
- Some instruments, e.g. spectrophotometers, should be kept in an air-conditioned room if the climate is hot and humid.
- Periodical maintenance of the instruments is required to insure the accuracy of the results.
- The results produced by the instruments must be checked by applying a quality control for the different analyzed parameters.
- All laboratories should have a well-organized equipment management program. The program should address equipment selection, maintenance, and procedures for troubleshooting and repair.

Stocktaking

Stock cards

- A stock card should be prepared for every chemical, stain, piece of glassware, etc (Table 1).
- The stock cards include data about every ordered item in the laboratory, with registered information about date of order and receive, the date of issue and the expiry date of the item.

Stock Card for Chemicals

Item	Ordered from	Ordered		Received		Issued		In stock	Expiry Date
		Date	Quantity	Date	Quantity	Date	Quantity		
Giemsa Stain (No. 1)	BioTech	8.3.2016	2 bottles	20.3.2016	2 bottles	1.4.2016	1 bottle	1 bottles	15.6.2017
Creatinine kit (No. 2)	Hitech								