

LABCORP CENTRAL LABORATORY SERVICES

# How to adjust your kit inventory

Labcorp Central Laboratory Services uses a manual and an automatic resupply system for kits. The automatic resupply system is triggered through monitoring kit inventory at your site. The system does not monitor kit expiration automatically. Use these instructions to notify us of expired kits. You can also notify Labcorp Investigator support by telephone or inform the Study Monitor and they will liaise with Labcorp. We will adjust the system to reflect your current inventory. If the adjusted inventory is below the minimum value, kit resupply will be triggered. If your study is not on auto resupply, please follow the below guidelines to inform us about the physical inventory at site.

## Materials and Equipment Required to Order Kits

PC or laptop with internet access | Paper or electronic lab manual | Requisition form for the study

## Completing Section A – Study Details

Use the instructions from “How to order kits online” to complete Section A of the kit ordering form. You do not need to complete the Delivery Type portion of Section A.

## Completing Section B – Comment Box

Use the comment section of the kit ordering form to notify us of expired, damaged, misplaced, transferred and discarded kits.

You may use a single form to adjust your kit inventory and to manually order new kits. Complete the Lab Kit portion of section B if you are also ordering kits.

There is no need to complete the Lab Kit portion of section B if you are only requesting an inventory adjustment.

**Section B**

Remember my last order request (section B). ?

Leave Section as blank, no need to fill kit details

Lab Kit ?

	Quantity	Reason
1.		<input type="checkbox"/> Expired <input type="checkbox"/> Lost <input type="checkbox"/> Insufficient Quantity <input type="checkbox"/> Other
2.		<input type="checkbox"/> Expired <input type="checkbox"/> Lost <input type="checkbox"/> Insufficient Quantity <input type="checkbox"/> Other
3.		<input type="checkbox"/> Expired <input type="checkbox"/> Lost <input type="checkbox"/> Insufficient Quantity <input type="checkbox"/> Other
4.		<input type="checkbox"/> Expired <input type="checkbox"/> Lost <input type="checkbox"/> Insufficient Quantity <input type="checkbox"/> Other
5.		<input type="checkbox"/> Expired <input type="checkbox"/> Lost <input type="checkbox"/> Insufficient Quantity <input type="checkbox"/> Other

+ Add additional row

**ADJUSTMENTS CAN BE MADE BY LISTING THE KIT/VISIT NAME AND THE QUANTITY ON HAND IN THIS BOX. ALSO, PLEASE LIST ANY SPECIAL INSTRUCTIONS NEEDED TO PROCESS THE REQUEST.**

Comments

Please adjust kits on hand:  
Visit X = 10 kits on hand  
Visit y = 20 kits on hand

Please provide the inventory details in the comment box

- Provide the quantity of kits that should be removed from inventory, including the accession number

Comments

Please remove the expired kits from the inventory: 6XXXXXXXXXX

- List the number of kits currently in site inventory

Comments

Please adjust kits on hand:  
Visit X = 10 kits on hand  
Visit Y = 20 kits on hand

- Provide the accession numbers for kits transferred from one site to another site

Comments

Lab kit transfer from Site A to Site B  
Acc. 6XXXXXXXXXX  
Acc. 6YYYYYYYYYY