

**FAMILY PLANNING PROGRAM****SECTION:** Laboratory Services**POLICY AND PROCEDURE MANUAL****SUBJECT:** Laboratory Supplies and Equipment  
Equipment

**POLICY:** Agencies shall provide adequate supplies and equipment to conduct laboratory tests.

**GUIDELINES:**

Agencies will develop policies which include at least the following, but are not limited to:

1. Availability of supplies (see appendix for sample list of standard supplies/equipment).
2. Functioning and maintenance of supplies/equipment, according to manufacturer's guidelines.
  - a. Inspect all equipment before use. (Use equipment only for its designed purpose.)
  - b. Any breakdown or malfunction of supplies/equipment/apparatus shall be immediately reported to the supervisor.
  - c. All equipment under repair or adjustment should be properly tagged/labeled.
  - d. All service or repair work should be done by authorized personnel.
3. Storage and control of supplies/equipment:
  - a. Label all supplies/equipment properly.
  - b. Storage areas should have adequate space, ventilation and lighting.
  - c. Chemicals should be stored neatly and orderly, making sure incompatible chemicals are not stored together.
4. Sharps precautions:
  - a. Keep sharp objects in view.
  - b. Needles should not be bent or broken by hand, or recapped.
  - c. Sharp containers must be available.
  - d. Broken glassware should not be picked up with hands.
5. Inventory system:
  - a. A system that assures regular identification and inspection of supplies/equipment should be developed.
  - b. System should assure adequate quantities of supplies.
  - c. System should assure regular identification and removal of outdated items.
  - d. Agency should designate a person responsible for control and maintenance of the inventory system.

**Reference:**

1. Program Guidelines for Project Grants for Family Planning Services, January 2001, Section 10.1, Equipment and Supplies.

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