Purchasing services and supplies		
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Purchasing Services and Supplies

1 Guiding Principles and Scope:

1.1 Many of the services and supplies used by the Department of Forensic Biology have a direct impact on the quality of the testing conducted by the Department. Only services and supplies of the required quality will be used. Therefore, the Department's purchasing and performance verification procedures must ensure that all Department requirements are met.

1.2 This procedure describes how the Department (1) purchases, receives, and stores reagents and laboratory consumable materials relevant for the tests conducted; (2) verifies that these purchased supplies, reagents and consumable materials meet Department requirements; and (3) evaluates suppliers of critical consumables, supplies, and services which affect the quality of testing. Refer to the LIMS manual for Forensic Biology for specific procedures within the LIMS system.

2 General Ordering Process

2.1 The Department purchasing process is guided by New York City Procurement Policy Board Rules.

2.1.1 Working within an approved budget, requisitions for purchase orders for services and supplies are entered by designated individuals from the Department into the OCME procurement software. These requisitions, including any technical specifications, are approved by the Director of Forensic Biology and/or the Director's designated proxy before they are processed for expenditure by the Office of Budget Administration and forwarded to the Purchasing Unit for action.

2.1.1.1 Requisitions for purchase orders for services and supplies may be subject to City competitive bidding requirements.

2.1.2 After the external approval process is completed, the Department of Forensic Biology receives copies of the following, as applicable:

2.1.2.1 Blanket purchase orders for a specific vendor, typically expiring at the end of the Fiscal Year.

2.1.2.2 Contracts for one year or multiple years

3 Forensic Biology Process for Ordering Supplies, Reagents and Consumable Materials

3.1 Internal requests for supplies, reagents, and consumables are submitted to the Quality Assurance (QA) Unit, generally via:

3.1.1 QA/QC Request Form, or

3.1.2 E-mail

3.1.3 QA Unit members may also self-initiate requests.

3.2 The requests describe the item(s) needed and quantity of each. The technical specifications are based upon the needs of the particular procedure and, where applicable, past ordering information.

3.3 A member of the QA unit determines whether the item(s) requested are in stock. Items in stock are delivered to the requesting staff member/Department unit.

3.4 When items are not in stock:

3.4.1 The QA Unit enters items that need to be ordered into the "Pending Orders Sheet" on the OCME Intranet. These entries are reviewed by a QA Unit supervisor who verifies (1) the technical specifications of the items requested (2) whether a purchase order is in place for the item, and if so (3) whether the purchase order has sufficient funds to purchase the requested items. The supervisor approves entries by placing their initials into the worksheet. A procurement designee or QA supervisor then enters the information into the QA "Orders and Receiving Database" on the Forensic Biology Data Management System (FBDMS).

3.4.2 Forensic Biology procurement staff has the primary responsibility for placing orders; however, assistance may be provided by members of the QA Team.

3.4.3 Orders for ABI products with a valid, blanket purchase order are placed using a suitable mechanism such as the internet or telephone.

3.4.3.1 Detailed specifications for products not previously ordered (e.g., item description, catalog number, etc.) should be supplied by the original requestor.

3.4.3.2 A copy of the order is maintained.

3.4.3.3 The order date and any additional information regarding the order are entered into the Orders and Receiving Database. Order information is also entered into an "accounting" worksheet for budgeting purposes.

3.5 Orders placed for non-ABI products are based on the entries in the Orders and Receiving Database.

3.5.1 An order is placed with a vendor via telephone, e-mail, fax, or internet, referencing an applicable purchase order. Copies of order acknowledgements are retained.

3.5.2 If no blanket purchase order exists, a requisition for purchase order is entered into the OCME procurement software.

3.5.3 The "order date" for each item is entered into the Orders and Receiving Database. Order information is also entered into an "accounting" worksheet for budgeting purposes.

4 Reception and Storage of Supplies, Reagents and Consumable Materials

4.1 Forensic Biology Materials Management staff collects packages received by the OCME Receiving Department.

4.2 Packages of basic consumables are opened by Materials Management in the Receiving Department and the contents are verified against the packing slip; the packing slip is returned to the Receiving Department.

4.3 Packages of reagents, chemicals, test kits and non-basic consumables are delivered to the QA Unit.

4.4 A member of the QA Unit opens each package and verifies the contents of the package against the packing slip and purchase request (in the Orders and Receiving Database) to verify if the correct materials have been received.

4.4.1 A "Receiving/Inspection Form" is completed. Any discrepancies, including inconsistencies with respect to the original order, are recorded on the Form.

4.4.2 The packing slip is signed and dated.

4.4.3 The QA Unit retains copies of the Receiving/Inspection Form and the packing slip.

4.4.4 Non-critical reagents are presumed to comply with laboratory requirements as long as the materials received meet the technical specifications on the purchasing document.

4.4.5 Critical reagents must be performance tested prior to use.

4.4.5.1 **Critical reagents** as defined by the "Quality Assurance Standards for Forensic DNA Testing Laboratories" are those reagents that "*are determined by empirical studies or routine practice to require testing on established samples before use on evidentiary or casework reference samples.*"

4.4.5.2 The reagents that the Department classifies as "critical" are listed in the REAGENTS procedure in the Quality Assurance/Quality Control Manual. Purchased critical reagents must pass QC testing in order to be used for casework. See the REAGENTS procedure and various reagent QC procedures and reagent sheets.

4.4.6 Data entry into the Order and Receiving Log on the Department server and in the LIMS is completed.

4.4.7 Any reagent or item (i.e. 3130 capillary) that has been entered into the LIMS and assigned a LIMS lot number will be labeled with a LIMS label. This label details the Reagent Type ID, reagent lot number and expiration date. The label also has a barcode, which can be scanned and utilized in the LIMS.

4.4.8 Reagents, test kits, and similar materials are stored as per the manufacturer's recommendations.

4.4.9 General consumables are stored at room temperature.

5 Evaluation of Suppliers

5.1 The Quality Assurance Unit maintains a list of critical reagents, supplies, and services which affect the quality of testing results; the approved manufacturer(s)/provider(s) for each item; the initials of the approver; and the date of the most recent approval. These lists may be found in the Department's manuals, in the LIMS, or Qualtrax. The following are examples of possible justifications for approval:

5.1.1 For critical reagents and supplies, approval is based upon those that were used during validation(s). Subsequent QA/QC testing may be performed on comparable reagents/supplies not specifically use in the validation process if a vendor/reagent/supplier is no longer available, and that purchasing of the supplies/chemicals/reagents are based on the current available purchase orders that are approved through the NYC Vendex System.

5.1.2 For providers of calibration services, proof of accreditation to ISO 17025

5.1.3 For providers of proficiency test services, proof of approval by ASCLD/LAB

5.1.4 The Department's past experience with the quality of reagents and supplies received from the supplier, such as passing internal Quality Assurance performance checks.