This document serves as a general guideline to using STACS for consumable management. Specific reagent and consumable instructions may be found on the Unit QC quality records.

Inventory Management

1. Under the Utilities module, select Inventory to open the menu. Select Inventory Management.

2. Select the appropriate manufacturer/supplier from the dropdown list.
3. Locate the appropriate consumable.
4. Consumables with stock below the minimum quantity will be flagged in red.
   The minimum quantities for each consumable can be modified under the Utilities module and the Consumable Configuration menu.
5. Double click on the consumable to open the Consumable Properties window and modify accordingly.

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6. Although not configured at this time, the Inventory Management menu may be used to track ordering and purchase orders.

Receiving consumables

This module is used when receiving a delivery.

1. Under the Utilities module, select Consumables to open the menu. Select Receiving.
2. Select the manufacturer/supplier from the dropdown list.
3. Select the consumable name from the dropdown list.
4. Enter the lot number. If there is no lot number, enter "No lot number".
5. Enter the received date and the expiration date. For plastic consumables (tips, plates, covers, tubes), set the expiration date to >10 years from the received date.
6. Select the label type from the dropdown list and enter the quantity.
7. Select save on the bottom right of the screen.

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8. STACS will print a barcode for each consumable received. Place the barcode on the appropriate consumable.
9. Applicable consumables will now be sent to the **QA/QC** module. Kits will be sent to the **Breakdown** module.

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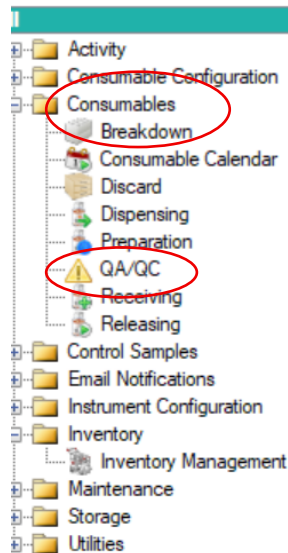
Breakdown Consumables

This module is used for consumables consisting of multiple components (ex: EZ2 kits, amplification kits). Designated consumables will move to this module upon completion of the Receiving module.

1. Under the Utilities module, select Consumables to open the menu. Select Breakdown.
2. Scan the STACS barcode of all of the items and select "apply all".
3. Select Receiving.

4. A window will pop-up for you to enter the Lot Number, Expiry Date, and Received Date (if different from kit) of each component in the kit. If the information is the same as the kit, select the checkbox "Dates the same as the kit". This window also allows you to add

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general comments or comments about the lot. Once you press save, the window will automatically toggle to the next item in the kit.

5. If you don't have any comments to add, as an alternative, you can check the "use grid editing" box. This will allow you to add all of the required information in the same window all at once for each component.
6. Enter the quantity. This quantity represents the quantity of that component in one kit, not the total quantity received in the order.
7. Select Save.
8. Additional barcodes will print for each component of the kits received.

7. Once all the components of the kit have been received, select Close.
8. Select Save. Close the Consumable Breakdown Report that pops up.

Consumable Breakdown Report

Kit/Components	Bar Code	Lot Number	Status	Expiration Date
Globalfiler Express	DT000008	123456	Pending QA/QC	7/10/2026
GlobalFiler Express Master Mix	GE000008	12345	Pending Kit QA/QC	7/11/2025
GlobalFiler Express MM Additive	MA000008	12345	Pending Kit QA/QC	7/11/2025
GlobalFiler Express MM Additive	MA000009	123456	Pending Kit QA/QC	7/15/2025
GlobalFiler Express Ladder	GB000008	123456	Pending Kit QA/QC	7/12/2025
DNA Control 007 (2ng/µL)	GD000019	123456	Pending Kit QA/QC	7/5/2026
GlobalFiler Express Primer Set	GR000008	123456	Pending Kit QA/QC	7/11/2025

QA/QC Module

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1. Under the Utilities module, Select **Consumables** to open the menu.
2. Select QA/QC.
3. All consumable lot numbers requiring **QA/QC** will be displayed in the top window.

4. Scan the barcode of the appropriate consumable and select the correct expiration date. Scanning one barcode will QC all barcodes under that same Lot number.
5. Populate the required Performance Fields and attach any required files by selecting **NEW** in the "**FILES**" box.

Note: If DNA processing through STACS is required for any QA/QC, select the '**Non Evidence'** option when the type of batch comes up during the steps in the process. See below for an example. Batch Type would be "**Non-Evidence**".

6. In the **Resulting Lot Status** dropdown on the **QA/QC tab**, select the appropriate QA/QC result, such as Pass. Click Save.

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Preparing consumables

This module is used for reagents prepared in-house from previously received components (ex: DTT, BTmix). This module is also used for creating the BIS control.

1. Under the Utilities module, **Select Consumables** to open the menu. Select **Preparation.**
2. Select the appropriate consumable from the **Consumable Name** dropdown list
3. Fill in the **Lot Number**. Select the **Received Date** (preparation date), **Expiration Date**, **Volume, Measure, Quantity** and **Label Type**.
4. If the lot number is going to be the same as the stock it is being prepared from (e.g. cRNA and DTT), these preparations will need to be denoted with a -1, -2, etc. For instance, if the lot of DTT is 1234, the first preparation from that DTT will be lot # 1234-1.
5. Ensure that label type is "2D Custom Chem – Small".

6. Scan the appropriate components used to prepare the reagent.
7. Ensure that the "Preparation Status" in the upper left is set to "complete"

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8. Select Save.
9. A label will print for the prepared reagent. Adhere the label to the prepared reagent container.
10. Prepared consumables will proceed to the QA/QC module as appropriate.

Dispense consumables

This module is used for aliquoting stock reagents.

1. Under the Utilities module, select **Consumables** to open the menu. Select **Dispensing**.
2. Scan the **STACS barcode** of item.
3. Select the **expiration date, volume, quantity** and **label type**.
4. Select **Save**.
5. A label will print for the aliquoted reagent. Add the label to the dispensed reagent container.

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Releasing consumables

This module is typically used as a gatekeeper between QA/QC and casework use. At this time, all consumables are configured to be released into casework use upon QA/QC, with no additional release steps. A mandatory release can be added to a consumable through the Consumable Management menu. Before checking on the reagent in the inventory, select the releasing tab to make sure the reagent is not in the queue. If it is in the queue- check off Release, the date will appear and then Save for it to move on.

Discard consumables

Discarding used reagents is critical to maintaining accurate inventory.

1. Under the Utilities module, select Consumables to open the menu. Select Discard.
2. Select the appropriate option from the Discard Reason dropdown list.
3. Scan all consumables being discarded (e.g., expired, contaminated, etc.).
   a. When a box has been completed (e.g. EZ2 Kit), scan the reagent cartridge AND EZ2 barcodes. Click "No" when it asks if to include all the reagents contained in the kit. This applies to quantitation and amplification kits as well.
4. Select Save.

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