

STACS SOP-1 Consumable Management

Approved by Director: Dr. Guy Vallaro

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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.

Inventory Management

Inventory Management

Manufacturer/Supplier

<All Vendors>

Consumable Name

<All Types>

Ordering: 238

Consumable Name	Consumable Type	Supplier	Measure	Min Quantity	In
"This Lot Ready" Labels, Green	Received	Fisher Scientific	ea	1	0
#10 Scalpel Blades	Received	Fisher Scientific	ea	10	0
0.2 mL 8-Tube Strips Set of 120	Received	Eppendorf	ea	1	0
0.2 mL tubes, 8-tube strips	Received	USA Scientific	ea	3	0
0.5 mL Seal-Rite tube	Received	USA Scientific	ea	1	0
1.5 mL Seal-Rite tube	Received	USA Scientific	ea	2	0
11 1/8 x 8 3/4 x 4" Kraft literature boxes	Received	U-Line	ea	1	0
15 mL Conical tube	Received	USA Scientific	ea	2	0
2.0 mL Seal-Rite tube	Received	USA Scientific	ea	2	0
4 pack, UV bulbs	Received	Air Clean Systems	ea	1	0
50 mL Conical tube	Received	USA Scientific	ea	2	0
7500 Real Time PCR Spectral Calibration Kit I	Kit	Life Technologies	ea	1	0
81-place cardboard box with dividers	Received	USA Scientific	ea	1	0
8x12 2 mil Preopen Bag on a Roll	Received	U-Line	ea	1	0
96 well Calibration Plate w/ABY Dye	Received	Life Technologies	ea	1	0
96 well Calibration Plate w/JUN Dye	Received	Life Technologies	ea	1	0

Print

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.

Inventory Management x Consumables Inventory - Buffer Solution, pH 10 x

Inventory

Start Date End Date

07/10/2024 07/10/2025 ☒ Filter Result with Dates ☒ Show Expired Consumables Refresh

Consumables: 0

Bar Code	Purchase Order	Lot Number	Received Date	Expiry Date	QA/QC Expiry Date	Quantity	Measure	First Used	Status
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QA/QC Files Print Print Selected Bar Code Consumable History Report Index Plate

Order Information

Open Orders

Supplier	Contact	Telephone	Purchase Order	Status	Order Date	Order By
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- 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.

- Under the Utilities module, select Consumables to open the menu. Select Receiving.
- Select the manufacturer/supplier from the dropdown list.
- Select the consumable name from the dropdown list.
- Enter the lot number. If there is no lot number, enter "No lot number".
- 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.
- Select the label type from the dropdown list and enter the quantity.
- Select save on the bottom right of the screen.

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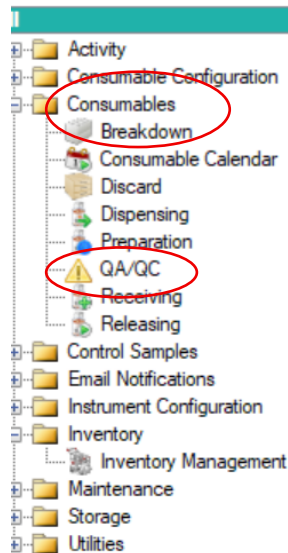
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The screenshot displays the 'Receiving' module in the STACS system. The 'Lot Information' section includes a dropdown for 'Manufacturer/Supplier' (Life Technologies) and a text field for 'Lot Number' (1234567). The 'Consumable Description' section shows '7500 Real Time PCR Spectral Calibration Kit I'. The 'Received Item(s)' section is highlighted with a red circle and contains the following fields: 'Received Date' (07/10/2025), 'Expiry Date' (08/01/2025), 'Volume' (5.00), 'Measure' (ea), and 'Quantity' (1). The 'Receiving' tab is also circled in red.

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.

The screenshot shows the 'Container Components' window. It has a 'Container Bar Code' field with 'DT000008', a 'Manufacturer/Supplier' field with 'Life Technologies', and a 'Consumable Name' field with 'Globalfiler Express'. The 'Lot Number' field contains '123456'. Below these fields is a 'Kit Instructions' area. To the right, there is a table titled 'Container Components : 6' with two columns: 'Component' and 'Bar Code'. The table lists six components: DNA Control 007 (2ng/μL), GlobalFiler Express Ladder, GlobalFiler Express Master Mix, GlobalFiler Express MMAdditive, GlobalFiler Express MMAdditive, and GlobalFiler Express Primer Set, each with a corresponding bar code. At the bottom of the window, the 'Receiving' button is circled in red.

Component	Bar Code
DNA Control 007 (2ng/μL)	GD000019
GlobalFiler Express Ladder	GB000008
GlobalFiler Express Master Mix	GE000008
GlobalFiler Express MMAdditive	MA000008
GlobalFiler Express MMAdditive	MA000009
GlobalFiler Express Primer Set	GR000008

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.

Container Components

☐ Use Grid Editing

Container Bar Code: EE000002 Manufacturer/Supplier: Qiagen Consumable Name: EZ1 Kits Lot Number: Kit121624

Kit Instructions

Container Components : 5

Component	Bar Code	Lot Number
Elution Tubes 1.5 mL		
EZ1 Buffer G2		
EZ1 cRNA		
EZ1 pro K		
EZ1 Reagent Cartridge		

Receiving

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

State of Connecticut Department of Emergency Services and Public Protection
Division of Scientific Services

Documents outside of the QMS are considered uncontrolled.



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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.

Consumables Requiring QA/QC Processing : 2		
Consumable Name	Lot Number	Lot Status
Kastle-Meyer	KM031325	Pending QA/QC
Prepared AP	CW_0000070	Pending QA/QC

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.

Files : 1

File Name	File Type	Created		
 CLC-25-000123_0_NotePacketReport.pdf	 All Files	7/10/2025 4:10:32 PM	7/10/2025 4:10:32 PM	

New

Delete

Open

Extract

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.

Resulting Lot Status	
Pass	
Save	Close

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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”.

Ingredient	Amount	Measure	Total Amount	Prefix	Bar Code
Dithiothreitol Molecular Biology Reagent	0.1540	g		0.1540 ZL	ZL000002
pH teststrips	1.0000	ea		1.0000 GL	GL000002
Potassium Hydroxide	0.1100	ml		0.1100 ZW	ZW000003

Received Date	Expiry Date	Volume	Measure	Quantity	Label Type
07/10/2025	08/31/2026	1.00	ml	2	2D Custom Chem - Lar

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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Grant Tracker - Off

Defined Profile: [] Multiplier: 1.00 Preparation Status: Complete

Lot Number	Expiry Date	Optional	BIS Type
		<input type="checkbox"/>	EP2
		<input type="checkbox"/>	EP2
		<input type="checkbox"/>	EP1, KN

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.

Inventory Management x Consumable List x Consumables Inventory - DNA Control 007(2ng/μL) x Breakdown x Receiving x Consumable Breakdown

Consumables Requiring QA/QC Processing : 3

Consumable Name	Lot Number	Lot Status	Bar Code
Buffer ATE	54321	Pending QA/QC	EH000022
Prepared DTT	9877665443	Pending QA/QC	WW000023
Prepared DTT	9877665443	Pending QA/QC	WW000024

Item Bar Code: WW000023 Consumable Name: Prepared DTT Lot Number: 9877665443 QA/QC Duration: [] QA/QC Expiry Date: 08/31/2026

QA/QC Processing Instructions

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.

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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Dispensing	×	Releasing	×	Discard	×
Discard Reason		Item Bar Code	Lot Number		
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="button" value="Add Lot"/>	
Discard Items					
Item Bar Code	↔	Consumable Name	↔	Lot Number	↔
				Expiry Date	↔
				Discard Reason	↔