

# TRACKING

OHRDP coordinates the distribution of harm reduction supplies to 36 Public Health Regions in Ontario through a licensed Medical Supplies Distributor. The harm reduction supplies currently provided include: alcohol swabs, BZK wipes, filters, cookers, sterile water, tourniquets, vitamin C, baggies, push sticks, screens, straight stems, straws, bowl pipes, mouthpieces and foil (excluding needles/syringes, biohazard containers and condoms).

## Tracking

Tracking is the process of continually monitoring and recording all of your harm reduction supply inventory. Inventory needs to move. It comes in through delivery, you prepare it to go out to community agencies, and it is given out to community members. Recording this movement of inventory will help you maintain the most accurate levels of supplies your programs will need.

## Inventory In

When the delivery arrives, ensure your approved order form is on hand. A packing slip will come with the arriving inventory. Physically count all boxes coming off the truck and check them against the order form and ensure the packing slip also accounts for all the supplies ordered. If the **packing slip is different from the original order**, make note so OHRDP can be contacted about inventory discrepancies. If the packing slip and order form are the same, but you are **missing boxes** – ask the truck driver to check the truck for missed stock.

## Record Lot Numbers and Expiry Dates

*With all new supplies it is important to:*

- a) Keep a record of **lot numbers** for each supply
- b) Keep a record of **expiry dates** for supplies, if they have them
- c) Adjust your inventory count to include supplies that have been received
- d) Adjust your inventory for supplies set aside to be moved to community agencies

**Why it's important to record lot numbers:** if there is a recall on any supply this will help to quickly locate supplies onsite, or that your community agencies may have. In the case of a supply recall you may need to remove these identified lot numbers from your distribution. Knowing where to find them, on-site or at community agencies will be important.

**Why it's important to keep a record of supply expiry dates:** expired supplies sitting on a shelf is wasteful. It is a good inventory practice to keep track of the supplies closest to expiry and make sure they are used first. Using FIFO, first in, first out can help to ensure the oldest stock gets out the door and into community members hands before it expires.

**Adjust your inventory count to include supplies that have been received:**

Ensuring new supplies are immediately added to the NSP tracking records is good practice. Adjust inventory records for stock immediately going out to other community agencies. The most accurate records for Inventory Management is real time record keeping (as stock comes in and goes out) as much as possible, that includes supplies going out to community members.

**Track Receiving and Track Distribution Sheets**

See the two downloadable forms in the OHRDP **NSP Portal** called ‘**Tracking Receiving**’ and ‘**Track Distribution**’ forms. Using these forms to help you track the supplies that come in, and the supplies that are distributed, can support your record keeping.

**Community Agencies Tracking**

Support your community agencies to put these practices into place to make their inventory management easier to manage. Few harm reduction workers got into this work to manage inventory – but having some standard practices can be beneficial for everyone.

*Do not hesitate to contact OHRDP with any questions you might have about the tracking process, or if you are looking for tracking tips or tools.*

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