LABCORP CENTRAL LABORATORY SERVICES

How to adjust your kit inventory

Labcorp Central Laboratory Services uses a manual and an automatic resupply system for kits. The automatic resupply system is triggered through monitoring kit inventory at your site. The system does not monitor kit expiration automatically. Use these instructions to notify us of expired kits. You can also notify Labcorp Investigator support by telephone or inform the Study Monitor and they will liaise with Labcorp. We will adjust the system to reflect your current inventory. If the adjusted inventory is below the minimum value, kit resupply will be triggered. If your study is not on auto resupply, please follow the below guidelines to inform us about the physical inventory at site.

Materials and Equipment Required to Order Kits

PC or laptop with internet access | Paper or electronic lab manual | Requisition form for the study

Completing Section A – Study Details

Use the instructions from "How to order kits online" to complete Section A of the kit ordering form. You may select the Delivery Type portion of Section A as "Standard Delivery" or Expedited Delivery" based on the necessity of adjustment.

Completing Section B – Comment Box

Use the comment section of the kit ordering form to notify us of expired, damaged, misplaced, transferred, and discarded kits.

You may use a single form to adjust your kit inventory and to manually order new kits. Complete the Lab Kit portion of section B if you are also ordering kits.

There is no need to complete the Lab Kit portion of section B if you are only requesting an inventory adjustment.

Comments

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Please adjust kits on hand:
Visit X = 10 kits on hand
Visit Y = 20 kits on hand
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- List the number of kits currently in site inventory.

Comments

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Lab kit transfer from Site A to Site B
Acc. 6XXXXXXXXX
Acc. 6YYYYYYYYYY
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- Provide the accession numbers for kits transferred from one site to another site.