

Manual M-6, DM&S Program Evaluation

(Veterans Administration, Department of Medicine and Surgery Manual)

Part II, Evaluation Criteria

Chapter 23, Supply Program

(Paragraphs 23.01 through 23.10)

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DEPARTMENT OF MEDICINE AND SURGERY MANUAL

PART II
M-6

DM&S PROGRAM EVALUATION



PART TWO
EVALUATION CRITERIA

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ATTACHMENT A

CHAPTER 23. SUPPLY PROGRAM

23.01 GENERAL

The Supply Service mission is one of service to the professional and administrative elements of medical centers, regional offices, national cemetery offices and data processing centers. Actions taken require extensive application of statutory legal and administrative requirements. It is vital that a high degree of effectiveness, efficiency and consistency with management and operation policies and procedures be maintained. The major elements for consideration and the areas of inquiry should enable determination of the extent to which these objectives are being met and are also intended to service medical center management and staff in conducting appraisals.

23.02 CRITERIA FOR EVALUATION

The areas of inquiry identified in the following paragraphs do not provide a complete checklist to be examined in an evaluation of the Supply support being provided to a medical center, regional office, national cemetery office or data processing center; however, they are guidance for technical audit purposes. In reproducing the checklist for local use, additional areas of inquiry to be examined should be added to each major element. Also, space should be provided under each major element to allow for comments and/or recommendations that may be applicable to any given work unit. The criteria must include the following:

- a. Service to users.
- b. Conservation and utilization of personal property.
- c. Workload volume and quality of performance.

23.03 ORGANIZATION AND ADMINISTRATION

	<u>YES</u>	<u>NO</u>
a. The Chief, Supply Service is rendering staff assistance to the medical center, regional office, national cemetery office and data processing center management through participation in management development and training, budget planning, committee assignments, public relations activities and through technical advice to management officials.	—	—
b. Supply support to the professional and administrative programs is adequate and effective. There are no unwarranted delays in processing requests for supplies, services and equipment.	—	—

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YES NO

c. The Service is organized and staffed in relation to workload generated. Supply productivity is reviewed through the use of work rate and quality standards.

d. The Chief, Supply Service, is cognizant of and carries out his overall responsibility for the program effectively. The Assistant directs the operation in accordance with the program plans of the Chief.

e. Medical center management is furnished periodic reports that reflect the status of the Supply Fund and the Supply program in general. The Chief, Supply Service, has a thorough grasp of the full implications and management potential of all reports and uses them to the maximum degree in the evaluation of Supply activities. All recurring and nonrecurring reports are prepared and forwarded in accordance with current directives.

f. There is an active training program for all Supply employees. Records of training sessions and Supply staff meetings are maintained.

g. A program for review and appraisal of all Supply functions is conducted on a continuous basis.

h. Supply Service representatives make periodic visits to using services and satellite facilities to insure Supply support and/or resolve complaints.

i. There is an active and continuing program underway for the training of employees of using services in Supply Service procedures.

j. Supply Service has an effective program to promote an atmosphere of cost consciousness in the use of supplies, equipment and/or nonpersonal services.

k. The medical center has an effective equipment replacement program. Supply leadership and support are adequate and effective.

l. Position descriptions are periodically reviewed and reflect current duties.

m. Supply delegations are documented and filed in a central file and are consistent with current directives.

	<u>YES</u>	<u>NO</u>
n. All Supply Service records and files are kept as prescribed by RCS 10-1, MP-2, and VAPR.	___	___
o. Long- and short-range Supply plans are made available to the staff management (Director, Assistant Director and/or Chief of Staff).	___	___
p. Station Supply publications issued on Supply procedures are kept up to date to comply with current directives.	___	___
q. The Chief, Supply Service, conducts meetings on a regularly scheduled basis with Supply Section Chiefs, and where possible, all Supply employees. These meetings serve as a basis to inform employees of latest agency directives, changes to Supply regulations and current local medical center policies impacting on employee practices, conduct and salary. Minutes are recorded at these meetings and copies are provided to management and all Supply employees. Publications, such as manual changes and Supply Services Newsletters, are routed to all Supply employees.	___	___
r. The Chief, Supply Service, periodically monitors the status of established socio-economic goals to ascertain that continuous efforts and appropriate measures are taken to assure accomplishment of the goals.	___	___

23.04 PROCUREMENT

YES NO

a. Personnel assure that a copy of each purchase order placed is returned to the using service, thus providing them with information on Supply and equipment items requested. Ordering officials are kept informed as to any change in status of purchases with respect to delivery, rejection or delays.

b. VA Forms 90-2237, 10-2529 and 10-7142 are properly routed and approved (VAPR 8-1.356). Date of desired delivery is indicated and sufficient time is allowed to permit procurement in accordance with proper VA procedures. The emergency authority is not abused.

c. Purchase orders are properly prepared and the correct method and/or authority is referenced (VAPR 8-16.352-1). Orders are committed against the Supply Fund or obligated against medical center allotments, as appropriate. Confirmation orders are only issued when absolutely necessary.

d. Negotiated purchases are accomplished in accordance with published authority. Adequate competition is obtained for open market purchases and the Abstract of Bids or Informal Proposals (VA Form 90-2232) should be included in the purchase order file. Proper competition is obtained on all purchases exceeding \$500. (FPR 1-3.603-1).

e. Imprest fund and petty cash purchases are advantageously employed, consistent with local conditions. Blanket purchase arrangements are not routinely renewed and reflect the most advantageous prices, discounts and delivery terms. (VAPR 8-3.6).

f. Bid invitations are prepared on the proper forms. All current mandatory clauses are included. Inapplicable terms and conditions are omitted or deleted by specific reference. Provisions are not duplicated or contradictory.

g. Suitable methods are employed to determine responsibility of prospective contractors. A current SF 129 is on file for each contractor in the bidders mailing list file. Inspections are made and reports are on file where appropriate. The debarred and ineligible bidders list is current and observed. (VAPR 8-2.205-1).

h. Contract estimates are based on planned need and mandatory specifications and are not merely previous estimates. All deviations are properly authorized and documented.

YES NO

i. Purchase and contract files reflect compliance with the mandatory sources of supply and deviations are properly documented (VAPR 8-1.302-1 and FPR 1-1.302-1).

j. Both negotiated and formal bid sales when authorized are conducted properly and reflect the greatest possible return to the VA. Personnel understand the exchange-sale procedure. (FPMR 101-46.2 and MP-2, 108-46.250).

k. Bids for supplies, equipment and services are properly and adequately prepared, advertised, received, opened and accepted. When required, surety bonds are on file and in the proper amount.

l. Purchases from Federal Supply Schedule Contracts are processed in accordance with current directives. (FPMR 101-26.4 and MP-2, 108-26.4).

m. Contract administration is effective. Proper action is taken on delinquent and defaulted contractors. (VAPR 8-8.602-6).

n. All purchase descriptions and brand name solicitations comply with FPR 1-1.307.

o. Efficient follow-up of delinquent deliveries is made from information furnished by Storage and Distribution personnel. (MP-2, 108-28.5004).

p. Bid abstracts are properly completed and errors, strikeouts and erasures are noted. (VAPR 8-2.403).

q. All proposed contracts requiring Central Office reviews, i.e., General Counsel, Chief Medical Director and Supply Services Technical Review, are submitted in the correct format with adequate time for review and approval. (VAPR 8-1.403-51 and VAPR 8-1.403-60).

	<u>YES</u>	<u>NO</u>
r. Purchases are reviewed for possible set asides in accordance with VAPR 8-1.706-1.	___	___
s. Participation in the Minority Business Enterprise Program is active and effective. A proportionate share of procurement is selected for contract under Section 8(a) of the Small Business Act (VAPR 8-1.713-1, 8-1.1302 and FPR 1-1.1302).	___	___
t. Construction funds are expended only as authorized to equip areas within the scope of the project. (MP-2.108-75.1).	___	___
u. Shipment descriptions on Government bills of lading are prepared in accordance with the applicable freight classification. (MP-2, 108-40.5100-4).	___	___
v. Shipment of narcotics is made via a method that meets DEA security requirements. (Hospital pharmacies are authorized to ship prescriptions containing narcotics to beneficiaries by registered mail.) (MP-2, 108-40.5000).	___	___
w. Instructions regarding conversion of commercial bills of lading are being adhered to strictly. (MP-2, 108-40.5101-2).	___	___
x. Imprest Fund is used when required to pay transportation charges in accordance with current directives. (MP-2, 108-40.156).	___	___
y. Shipments having loss and/or damage are properly annotated on carriers' delivery receipts. Follow-up report to carrier including a request for inspection/disposition is done on a timely basis. (MP-2, 108-40.703).	___	___
z. Loss and/or damage claims are filed in accordance with current directives. (MP-2, 108-40.7).	___	___
aa. A register is maintained for all shipments made or received which are covered by a Government bill of lading. (MP-2, 108-40.157).	___	___

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YES NO

bb. Hazardous materials are packed, labeled, and shipped in accordance with R.W. Grazian's Tariff No. 32 "Hazardous Materials Regulations of the Department of Transportation" or successive reissues.

cc. Household goods carriers being used are the low cost carriers furnished by GSA.

dd. Use of other than low cost household goods carrier is properly justified and documented.

23.05 PERSONAL PROPERTY MANAGEMENT

a. Determination for procurement action is based on the priority set by the mandatory sources of supply and deviation is properly documented. (VAPR 8-1.301-1).

b. A check of a representative number of posted property vouchers indicates that there are accurate supporting credit and debit transactions reflected on the Transaction Register (Report 007) or the Voucher Summary (Report 024). (MP-2, 108-27.56).

c. Adjustment vouchers, prepared to correct deficiencies, are described in sufficient detail to allow for proper accounting action and management analysis. (MP-2, 108-27.5106-1).

d. Cataloging of new items (expendable and nonexpendable) is done in conformance with current directives. (MP-2, 108-30).

e. Requirements Analysis Listings (Reports 025 and 026) are fully utilized and reflect application of economic order quantity procedures to show quantities consistent with medical center needs. (MP-2, 108-27.5612-1).

f. Requirements Analysis Listings are accomplished in a timely manner (time elapsed between the date the Requirements Analysis Listing is received and is completed is not excessive).

	<u>YES</u>	<u>NO</u>
g. Off-schedule requisitions are not excessive and only submitted under justifiable circumstances taking into consideration comparative cost data. (MP-2, 108-26.5207).	___	___
h. Stock replenishment procedures minimize due-outs and cancellations. (MP-2, 108-27.5610-3).	___	___
i. Requests for interval issues are not excessive and only those requests with sufficient justification are processed. (MP-2, 108-27.5610-3).	___	___
j. The number of issue points and/or number of issues per month are adequate for consumer requirements. (MP-2, 108-27.5103-11).	___	___
k. Regularly scheduled issues are processed in sufficient time to prevent stock outages/interval issues on the part of using services.	___	___
l. Automatic issue procedures are operated effectively in order to minimize using activities related clerical duties. (MP-2, 108-27.5103-11).	___	___
m. Bulk issue procedures are being followed properly. (MP-2, 108-27.5103-5).	___	___
n. Consumer levels are realistic and adhered to by requesting activities to prevent accumulation of excess stock. (MP-2, 108-27.5301-2).	___	___
o. Sales of posted and direct delivery items are made to Veterans Canteen, other Government agencies and non-service connected veterans in accordance with current directives. (MP-2, 108-27.5103-7).	___	___
p. Items that are requested recurringly are reviewed for potential inclusion into stock and exceptions to this are justifiable. (MP-2, 108-25.101-2).	___	___
q. Chief, Supply Service, in conjunction with using services, periodically reviews on-hand quantities and condition of all items in warehouse having a potency period. (MP-2, 108-27.208).	___	___
r. Inactive and Long Supply Listing (Report 021) are reviewed monthly to stimulate sale of inactive items and spot potential excess. (MP-2, 108-27.3).	___	___

	<u>YES</u>	<u>NO</u>
s. Physical inventories are taken of posted stock in accordance with published policy and adjustments are made promptly. (MP-2, 108-27.53).	---	---
t. Training is conducted with personnel concerned upon completion of physical inventories in order to correct discrepancies and this training is documented. (MP-2, 108-27.5302).	---	---
u. Monthly reconciliation of Supply Fund accounts with Fiscal Service is accomplished on schedule and all discrepancies are reconciled promptly. (MP-2, 108-27.5608).	---	---
v. The Supply Fund Management Plan is properly maintained and periodically reviewed to assure commitment authority and inventory are in line with the Plan. (MP-2, 108-27.54).	---	---
w. A Supply Fund commitment register is maintained. This register is managed using input from the Procurement Section as well as requisitions to VA depot, GSA or other Government agencies.	---	---
x. The total of the listings of due-ins (Report 032), excluding Source 1, should be compared with the Fiscal commitment file figures (undelivered orders) as shown on the Supply Fund Trial Balance or Profit and Loss, Accounts 7452 and 7453. This comparison should be made monthly and a full review made at least twice annually. (MP-4, Part V, Para. 7B-05d). The figures will not exactly match because LOG due-ins are estimated at last receipt price. Also, Canteen and Aid and Attendance (AA) for NSC veterans are not included in Supply due-ins. However, variances of 10% or more between Report 032 and the Supply Fund accounts 7452 and 7453, after allowance is made for Canteen and AA due-ins, should be investigated promptly. Corrections, if required, should be made in the current month.	---	---
y. Sufficient controls have been established to curtail misuse of sensitive expendable and nonexpendable property. (MP-2, 108-27.5103-6).	---	---
z. Requisitions to either VA Central Office or the VA Marketing Center are properly prepared to		

	<u>YES</u>	<u>NO</u>
include all information required and approval is obtained prior to acquisition. (MP-2, 108-26.5103 and 108-26.5301).	—	—
aa. When applicable, requests for equipment have the Engineering Officer's certification that adequate space and utilities are or will be available to accommodate installation.	—	—
bb. All newly acquired equipment is tagged for identification and VA Form 07-6112 is prepared with sufficient information so that Engineering Service may conduct periodic inspections. (MP-2, 108-27.5605(b) and 108-42.5004).	—	—
cc. Donated nonexpendable property is correctly documented and accounted for properly. (MP-2, 108-25.5208).	—	—
dd. Equipment in use is within authorized use standards or otherwise justified and periodic surveys are conducted to assure that equipment is essential for the proper functioning of an activity. (MP-2, 108-25.3 and 108-27.5302-3).	—	—
ee. Construction projects are reviewed to assure that any equipment installed by contract is picked-up to nonexpendable records. (MP-2, 108-27.5611-4).	—	—
ff. Files are maintained to accurately reflect items held in custody receipt. (MP-2, 108-27.5103-6).	—	—
gg. CMRs are properly maintained in accordance with current directives. (MP-2, 108-27.5606).	—	—
hh. All property returned to Supply Service is correctly documented and is accounted for properly. (MP-2, 108-27.5104).	—	—
ii. Maximum utilization, where practical, is made of other VA field facilities and Federal agencies excess. (MP-2, 108-43.302-50).	—	—
jj. All current directives concerning the reporting, accounting for and disposing of excess property are being observed. (MP-2, 108-43.50).	—	—

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	<u>YES</u>	<u>NO</u>
kk. Exchange sale procedures are in effect and utilized to full advantage. (MP-2, 108-46.250).	_____	_____
ll. CMR inventories are scheduled and conducted in accordance with published policy and adjustments made promptly. (MP-2, 108-27.53).	_____	_____
mm. CMR inventories are conducted with change of responsible official and properly documented in all instances. (MP-2, 108-25.5007).	_____	_____
nn. Equipment is replaced in accordance with current replacement standards and deviation therefrom is documented. (MP-2, 108-25.4).	_____	_____
oo. Monthly reconciliation of nonexpendable accounts with Fiscal Service records is accomplished on schedule and all adjustments are made promptly. (MP-2, 108-27.5608).	_____	_____
pp. Reports of Survey are promptly initiated in accordance with prescribed regulation and investigations conducted to support findings with recommendations made with respect to pecuniary liability. (MP-2, 108-25.51).	_____	_____
qq. Loans of VA property, loans to the VA, and revocable licenses are prepared in accordance with current directives. (MP-2, 108-27.52).	_____	_____
rr. Management, control and replenishment of blank forms and form letters are adequate, and proper action is taken relative to inactive or no longer required stock. (MP-2, 108-27.5107-1).	_____	_____
ss. Proper records are being maintained for rental and/or leased property.	_____	_____
tt. Procedures for accumulation of scrap silver, gold and platinum are adequately established and shipments are made annually or as required to the servicing VA Supply Depot. (MP-2, 108-43.313-51).	_____	_____
uu. Perfectly matched invoices and receiving reports (i.e., quantity and amount on both documents are in agreement) are forwarded together to Fiscal daily. (MP-2, 108-27.5102-1(j)).	_____	_____

YES NO

vv. The unpaid receiving report (accounts payable) file is screened at least once monthly and, where necessary, vendors are requested to submit bills. Any such contacts with vendors are documented. (MP-2, 108-27.5102-9).

ww. Invoices that have been received are not allowed to remain outstanding due to lack of receiving reports for unreasonable lengths of time.

xx. Unmatched receiving reports are totaled at the end of each month for reconciliation with Fiscal general ledger accounts (non-CALM facilities only). (MP-2, 108-27.5102-10(a)).

yy. Unmatched receiving reports are totaled once each quarter for reconciliation with Fiscal general ledger accounts. Mod-CALM, Full-CALM at Murfreesboro and Cleveland will follow this procedure; other Full-CALM are exempt. (MP-2, 108-27.5102-10(b)).

23.06 STORAGE AND DISTRIBUTION

a. Storage and Distribution personnel are authorized to receipt for deliveries. (MP-2, 108-27.5102-4).

b. Controlled substances received are issued and/or stored properly. (MP-2, 108-27.5102-2, 108-27.5103-7(e), 108-28.5002(a), 108-45.505(c)).

c. Items selected for supply through storage and issue meet the criteria set forth in FPMR 101-25.101-2. This criteria is to be used in determining whether an item can be most advantageously supplied through storage and issue to use points. (MP-2, 108-25.101-2).

d. Deliveries received are issued and/or stored properly. (MP-2, 108-27.5102-3(a)).

e. Suitable records are kept for receipt and/or return of deposit and/or demurrage cylinders and other returnable containers. (MP-2, 108-27.5413).

f. Items subject to deterioration are stored under proper conditions. This includes adequate refrigeration, where necessary, protection against dampness and proper pest control procedures. (MP-2, 108-28.5002).

	<u>YES</u>	<u>NO</u>
g. Items withheld from issue for any reason are clearly identified and physically segregated from issuable stock. (MP-2, 108-28.5003(a)).	___	___
h. Items received having discrepancies are coordinated with PPM, P&C and using service pending disposition instructions. (MP-2, 108-28.5004 (b), MP-2, 108-40.7).	___	___
i. Adequate procedures are established for control of office machine and equipment pool. (MP-2, 108-25.302-56(c)).	___	___
j. Items declared as excess are properly identified with adequate disposal action taken. (MP-2, 108-27.5104-1, 108-43.101).	___	___
k. Items classified as exchange/sale are properly identified with adequate disposal action taken. (MP-2, 108-46.2).	___	___
l. Flammable items are properly stored in order to guard against fire hazards. (MP-2, 108-28.5002(c)).	___	___
m. Free or bonus goods are processed and recorded properly. (MP-2, 108-27.5103-7).	___	___
n. Alignment of warehouse is adequate in order that realistic inventories may be taken.	___	___
o. Realistic schedules are established and Credit Issue Vouchers received on time in order that effective deliveries may be made.	___	___
p. At time of receipt, equipment is tagged for preventive maintenance records. Refrigerators are identified and labeled as appropriate. (MP-2, 108-42.5004(b), 108-25.350).	___	___
q. Receiving procedures are in accordance with current policy regarding partials, promptness, accuracy, etc. (MP-2, 108-27.5102-6, 108-26.5301-2, 108-27.5103-7(a), 108-27.5611-1, 108-27.5101-2(g), 108-27.5102-1&3).	___	___
r. Precious metals recovery procedures are adequate. (MP-2, 108-42.3).	___	___

	<u>YES</u>	<u>NO</u>
s. Personal effects are disposed of properly and timely. (MP-2, 108-45.3).	_____	_____
t. Items not worthy of consideration as excess are considered for salvage value prior to being offered as scrap. (MP-2, 108-43.315-7).	_____	_____
u. Scales, gasoline pumps, fuel oil gauges, etc., are tested yearly or as deemed necessary. (MP-2, 108-25.5204).	_____	_____
v. Items in long supply are analyzed for issue prior to shelf life expiration. (MP-2, 108-27.208).	_____	_____
w. A shipment register is established in accordance with current policy for items shipped via GBL. (MP-2, 108-40.157).	_____	_____
x. All space changes affecting warehouse are reported to VACO, Office of Supply Services. (MP-2, 108-28.5001(b), 108-28.9901).	_____	_____
y. Warehouse space plans are maintained as to layout of space usage. (MP-2, 108-28.5001).	_____	_____
z. Turn-ins are picked up and classified expeditiously. (MP-2, 108-27.5104-1, 108-27.5611-2).	_____	_____
aa. The UPS "pick up record" is used as the shipment register as appropriate. (MP-2, 108-40.5104).	_____	_____
bb. Vaults and safes comply with security standards. (MP-2, 108-25.5205, 108-25.302-58, 108-25.5002).	_____	_____
cc. The Chief, Supply Service or his designee (not the Chief, S&D), visits the warehouse daily to inspect for safety, fire hazards, and daily problems needing attention. (MP-2, 108-28.5002(f)).	_____	_____
dd. Issue documents are annotated for discrepancies in order that warehouse refusals or adjustments may be processed. (MP-2, 108-27.5610-5(b)).	_____	_____
ee. Assigned warehouse space is effectively utilized. (MP-2, 108-28.5001).	_____	_____

	<u>YES</u>	<u>NO</u>
ff. Procedures are established and enforced to prevent unauthorized personnel access to the warehouse.	___	___
gg. Floor load limit signs are posted where applicable.	___	___
hh. Housekeeping practices are adequate, and "No Smoking Signs" posted in conspicuous areas.	___	___
23.07 MATERIAL QUALITY CONTROL		
Items in this section will be evaluated within the appropriate section of Supply Service, depending on where they are performed locally.		
a. VA Form 10-2116, Catalog Request, is not used for exempt items such as processed stores, printed forms, unposted items, etc. (MP-2, 108-30.1).	___	___
b. VA Form 10-2116 is properly prepared and contains all data required by MP-2, 108-30.1 and G-2, Supply Service Program Guide.	___	___
c. Personal property is cataloged in accordance with MP-2, 108-30.1.	___	___
d. Federal Supply Classifications for new items cataloged conform to established precedent or criteria. (MP-2, 108-30.1).	___	___
e. Utilization of items from mandatory (priority) sources of supply is reflected on appropriate records and certification of source when processing VA Form 10-2116. (MP-2, 108-30.1 and VAPR 8-1.302).	___	___
f. Current records are maintained by review of published changes in VA Catalog No. 3, GSA Stock Catalog, VA-GSA Schedules, etc.	___	___
g. Items obtained from Sources 2 and 6 have expanded descriptions and include references to specification or manufacturer's name and part number.	___	___
h. Standard units of issue, IP (intermediate pack) and OP (original pack) are utilized to the maximum extent. Standard U/I abbreviations conform to policy in MP-2, 108-30.1.	___	___

	<u>YES</u>	<u>NO</u>
i. Local records contain Life Expectancy of Equipment in accordance with VA Catalog No. 3, Section VIII.	_____	_____
j. Classification of expendable and non-expendable personal property conforms to VA Catalog No. 3, Section VII. Equipment records are screened and items of an expendable nature are omitted.	_____	_____
k. Classification of real and personal property conforms to VA Catalog No. 3, Section VII.	_____	_____
l. Standard items are utilized to the maximum extent.	_____	_____
23.08 SUPPLY PROCESSING AND DISTRIBUTION		
a. A policy and procedures manual has been developed and contains all pertinent operational and administrative policy and procedures of the SPD Section in proper format. (MP-2, 108-76.102).	_____	_____
b. A register is maintained for sterilizers without recording devices and contains the following information: (1) Date, (2) type of load, (3) control number assigned, (4) sterilizing temperature, (5) length of cycle, (6) appropriate remarks, and (7) signature. (MP-2, 108-76.201(b)).	_____	_____
c. Signatures and six-digit control numbers are entered on the recording charts of sterilizers equipped with them. (MP-2, 108-76.201(c)).	_____	_____
d. Bowie Dick tests are conducted daily and results are posted to the recording charts of pre-vacuum type sterilizers. (MP-2, 108-76.203(a)).	_____	_____
e. The six-digit control numbers and sterilization expiration dates are affixed to each package or item after sterilization. (MP-2, 108-76.202(b)).	_____	_____
f. Each package or item is identified and initialed by the employee who prepared the package or item for sterilization. (MP-2, 108-76.201(d)).	_____	_____

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YES NO

g. Each package or item terminally sterilized has a visual indicator, such as autoclave tape, indicating the package or item has been exposed to the physical conditions of a sterilizing cycle. (MP-2, 108-76.202(a)).

___ ___

h. Weekly cultures are performed on all steam and/or dry heat sterilizers. (MP-2, 108-76.203(b)).

___ ___

i. Cultures are performed on each gas load. (MP-2, 108-76.203(b)).

___ ___

j. Positive culture reports are submitted in writing to the Chief of Staff, Chief of Surgery, or their designees. (MP-2, 108-76.203(c)).

___ ___

k. Written minimum aeration standards have been established for all gas-sterilized items. (MP-2, 108-76.302(b)).

___ ___

l. Smoking, eating, drinking and storing of lunches is prohibited in SPD core area. (MP-2, 108-76.401(a)).

___ ___

m. All soiled supplies are returned to SPD in covered containers. (MP-2, 108-76.402(a)).

___ ___

n. Contaminated supplies and equipment are clearly identified "contaminated". (MP-2, 108-76.402(b)).

___ ___

o. Personnel engaged in the collection and decontamination of soiled/contaminated supplies wear suitable protective clothing (caps, gowns, masks, and shoe covers as appropriate). (MP-2, 108-76.402(c)).

___ ___

p. Sterile supplies are rotated to insure dispensing on a first-in, first-out basis. (MP-2, 108-76.603(c)).

___ ___

q. Supplies wrapped in muslin or paper products are double-wrapped. (MP-2, 108-76.601(d)).

___ ___

r. Sterile items prepared at the hospital are prepared as follows: (1) items wrapped in accordance with §108-76.601(d) will not be considered sterile for longer than 28 days from date of sterilization; (2) items sealed in impervious plastic wrappers designated in §108-76.601(a)(3) and 108-76.601(b)(3) will not be considered sterile for longer than six months. (MP-2, 108-76.604).

___ ___

	<u>YES</u>	<u>NO</u>
s. The soiled and clean/sterile supply areas are physically separated.	_____	_____
t. The SPD area is clean and orderly. (MP-2, 108-76.605).	_____	_____
u. SPD personnel are clean and well groomed.	_____	_____
v. SPD personnel are courteous and cooperative.	_____	_____
w. A continuous in-service training program has been established and documented. (MP-2, 108-76.102).	_____	_____
x. The Chief, SPD, is a member of the Infections Control Committee. (G-1, MP-2, paragraph 3b).	_____	_____
y. The Chief, SPD, is a member of the Commodity Standardization Committee. (MP-2, 108-31.5003(c)).	_____	_____
z. All sterile supplies are transported in a covered conveyance to insure protection from contamination. (MP-2, 108-76.603(d)).	_____	_____
aa. Personnel engaged in the preparation and dispatch of medical supplies are wearing protective clothing, as appropriate. (MP-2, 108-76.402(c)).	_____	_____
bb. Results of bacteriological spore testing are interpreted by laboratory personnel and the written reports kept on file for at least 36 months (MP-2, 108-76.203(b)). Consolidation of these reports for the previous month are submitted in writing to the Infections Control Committee. (MP-2, 108-76.203(d)).	_____	_____
cc. All ETO sterilization procedures are centralized in SPD under the supervision of the Chief, SPD (except Dental Clinic and Medical Research Service).	_____	_____
dd. All personnel working with ETO have had a complete orientation to the ETO process. In-service programs on the ETO process are conducted at least annually and an attendance report kept for each employee.	_____	_____
ee. Persons with official business only are allowed to visit SPD core area. (MP-2, 108-76.401(b)).	_____	_____

	<u>YES</u>	<u>NO</u>
ff. Sterile items that come in contact with a wet or contaminated surface are being reprocessed.	___	___

23.09 POTENTIALLY HAZARDOUS PRODUCTS

a. Procedures are established and implemented for the identification and removal of potentially hazardous products (including medical devices, equipment and subsistence items) that could endanger the life or safety of VA patients and employees. (IL 00-80-27, December 1980).	___	___
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b. A coordinator is designated for hazardous product reporting and control. (IL 00-80-29, December 1980).	___	___
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c. Members of the VA Medical Center Staff are briefed on the procedure to remove hazardous products so that they can effectively participate. (IL 00-80-29, December 1980).	___	___
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d. The medical center subscribes to the "FDA Enforcement Report." (IL 00-80-29, December 1980).	___	___
-------------------------------------------------------------------------------------------------	-----	-----

e. All hazardous product reports from FDA, GSA, manufacturers, VA Marketing Center, etc. are reviewed. (IL 00-80-29, December 1980).	___	___
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f. Prompt action and response, if applicable, are taken on all hazard alerts and notices. (IL 00-80-29, December 1980).	___	___
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23.10 SILVER RECOVERY

Procedures are established and implemented for the precious metal recovery program which will define personnel responsibilities, functions and action to be taken in the program. Procedures include the following:

a. Reporting to the servicing depot the actual film usage, by brand and type, on a semiannual basis or as scheduled by the depot. (MP-2, 108-42.302-1(b)).	___	___
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b. Assurance that batch collection of film processing solutions from Radiology, Dental, Nuclear Medicine, Heart Catheterization, Medical Media, etc. is		
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	<u>YES</u>	<u>NO</u>
adhered to. Also that solutions from low-volume film processors will be collected in portable containers and brought to a prescribed area for electrolytic recovery. (MP-2, 108-42.302(b)).	---	---
c. Notifying the servicing depot of all addition or changes in equipment related to the film processing operation. (Such action will alert the depot to examine the station silver recovery program and determine the current requirements for silver recovery units and related supplies). (MP-2, 108-42.302).	---	---
d. Placing Operating Instructions and related procedures furnished by the depot in a conspicuous place near the silver recovery units and assure that they are adhered to. (MP-2, 108-42.302).	---	---
e. Assigning specific station personnel (names) to the silver recovery operations. (MP-2, 108-42.302).	---	---
f. Initiating VA Form 60-6112, Equipment Record, for the purpose of assuring periodic maintenance is scheduled on the silver recovery equipment. (MP-2, 108-42.302).	---	---
g. Annually coordinate with cognizant services for collection of scrap film (retired x-rays, spoiled film, outdated film, etc.). Responsible for adequate packaging and prompt shipment of scrap film to servicing supply depot. (MP-2, 108-42.302).	---	---

Rec'd 9-22-81 @
4:15 PM

VETERANS ADMINISTRATION
Department of Medicine and Surgery
Washington, D. C. 20420
August 12, 1981

INTERIM ISSUE 10-81-29

- A. BASIC ADMINISTRATIVE ISSUE AFFECTED: DM&S Manual M-6, Part II, Chapter 23.
- B. OTHER ISSUES AFFECTED: None.
- C. REASON FOR ISSUE: To update the evaluation criteria in Chapter 23, Supply Program. It also provides new material to be applied in evaluating the processing and distribution functions.
- D. TEXT OF ISSUE: DM&S Manual M-6, Part II, is changed as follows:
Remove Chapter 23 and substitute revised Chapter 23.
- E. RECISSION: This issue is rescinded on August 11, 1982.



DONALD L. CUSTIS, M.D.
Chief Medical Director

Attachment

Distribution: RPC: 1057
FD

Department of Medicine and Surgery
Veterans Administration
Washington, D.C. 20420

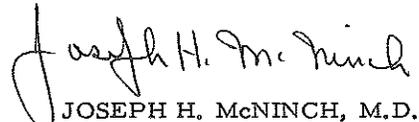
M-6, Part II
Change 11

November 1, 1965

Part II, "Evaluation Criteria," VA Department of Medicine and Surgery Manual M-6, "DM&S Program Evaluation," is changed as indicated below:

NOTE: The purpose of this change is to delete the requirement that the Assistant Supply Officer perform as a full assistant.

Page 23-1, paragraph 23.04d, line 2: After "assistant" delete "performs as a full assistant and".


JOSEPH H. McNINCH, M.D.
Chief Medical Director

Distribution: DVB Publications Code 1057
FD All others: Same as M-6, part II

April 20, 1965

Part II, "Evaluation Criteria," VA Department of Medicine and Surgery Manual M-6, "DM&S Program Evaluation," is changed as indicated below:

NOTE: The purpose of this change is to reflect changes in the organization and responsibilities of DM&S elements, and to furnish revised criteria for use in evaluating certain programs.

ch 16 ✓ Pages iii and iv: Remove these pages and substitute pages iii and iv attached. (Contents brought up to date.)

ch 17 ✓ Page vii: Delete "Section VI" and paragraphs "15.21" through "15.25".

ch 15 ✓ Pages ix and x: Remove these pages and substitute pages ix and x attached. (Chs. 27 and 28 added.)

✓ Page 1-1, paragraph 1.01

Subparagraph a, lines 1 and 2: Delete "recurring technical".

Subparagraph f

Line 1: Delete "certain of the" and insert "Central Office program officials and".

Line 2: Delete ", and others . . . Director." and insert a period.

✓ Page 1-3, paragraph 1.06b, line 2: Delete "recurring technical".

✓ Page 4-1, paragraph 4.01a, line 1: Delete "Area Medical Office".

✓ Pages 9-1 through 9-4: Remove these pages and substitute pages 9-1 through 9-6 attached. (Ch. 9 revised.)

✓ Page 20-1, paragraph 20.02

Subparagraph f: Delete "f. Laundry operations."

Subparagraph 1: Delete "Quarters . . . rates" and insert "personnel quarters".

✓ Page 20-4, paragraph 20.04d(5): Delete "Work orders" and insert "Requests for engineering work, engineering work orders, and labor job time cards".

✓ Pages 20-5 and 20-6: Remove these pages and substitute pages 20-5 and 20-6 attached. (Par. 20.08j added; par. 20.10 a and d changed; par. 20.09 deleted as directed by change 9.)

✓ Page 20-8

Paragraph 20.15, title: Delete "QUARTERS RENTAL AND UTILITY RATES" and insert "PERSONNEL QUARTERS".

Under subparagraph ^e ~~b~~ add: "d. Limitations on expenditures for maintenance, repair, and minor improvements to housekeeping quarters are complied with."

✓ Pages 22-1 through 22-3: Remove these pages and substitute pages 22-1 and 22-2 attached. (Ch. 22 revised.)

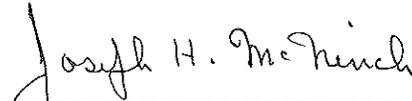
✓ Pages 23-1 and 23-2: Remove these pages and substitute 23-1 and 23-2 attached. (Pars. 23.01 through 23.03 and 23.04h changed.)

**M-6, Part II
Change 10**

April 20, 1965

✓ Page 27-1: Insert this page attached. (The addition of ch. 27 is a cross-reference of the criterion for the DM&S Personnel Service.)

✓ Pages 28-1 through 28-6: Insert these pages attached. (Ch. 28, "Audiology and Speech Pathology," added.)


JOSEPH H. McNINCH, M.D.
Chief Medical Director

Distribution: Same as M-6, part II
FD DVB Publications Code 1057

Department of Medicine and Surgery
Veterans Administration
Washington 25, D. C.

10E
M-6, Part II
Change 4

October 19, 1961

Part II, "Evaluation Criteria," VA Department of Medicine and Surgery Manual M-6, "DM&S Program Evaluation," is changed as indicated below:

NOTE: The purpose of this change is to furnish criteria for evaluation of the Fiscal and Supply programs.

chg 7 — Page ix: Insert page ix attached. (Contents brought up to date).

Pages 22-1 through 23-7: Insert these pages attached. (Chs. 22 and 23 added.)


WILLIAM S. MIDDLETON, M. D.
Chief Medical Director

Distribution:

Same as DM&S Manual M-6, Part II.

VETERANS ADMINISTRATION
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REMARKS

I am returning the attached material with the request that we inform facilities requesting copies of VA Manual M6, Part 2, that the manual will not be reprinted and that Health Care Review Service is working on the developing of a consolidated policy statement to replace M6, Part 2, and similar requirements relating to review of facility activities.

Also, facilities requesting copies of M6, Part 2, as a response to Internal Audit recommendations, should inform Internal Audit staff of the developmental activity of Health Care Review Service in regard to review policy.

FROM  JOHN MULHEARN, Chief, Quality Assurance Division, Health Care Review Service (174)	DATE 11-7-77 TEL. EXT. 275-0301
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