

## Manage Adverse Storage Conditions (ASC)

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Functions:

[Search](#)

[View](#)

[Create ASC](#)

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### Business context

An Adverse Storage Condition (ASC) is a condition that may impact the potency of a vaccine while in storage or in transit. In Nova Scotia, an ASC may result from equipment malfunction, or while vaccine products are transported from one facility to another.

### Triggers

- A cold chain incident occurred due to equipment failure at the Bio Depot.
- A cold chain incident occurred due to equipment failure at a public health office.
- A cold chain incident occurred at a service provider location (external holding point).
- A cold chain incident occurred during vaccine transportation from one location to another.

### Standard Operating Procedures (SOPs)

- Vaccine Cold Chain Investigation

### Business Roles

Manage Adverse Storage Conditions is a Panorama maintenance function. The Manage Adverse Storage Conditions functionality will be performed by the Zone Biological Coordinators, the Bio Depot Biological Coordinators, and Admin support staff.

### Panorama Role

Both the Zone Inventory and Zone Provincial roles have the required permissions to complete the Manage Adverse Storage Conditions functionality.

	<ul style="list-style-type: none"><li>• Records retrieved through the <b>Manage Average Storage Condition</b> Function can be identified based on the Holding Point or Holding Point Location (HPL).</li></ul>
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### Steps: Search

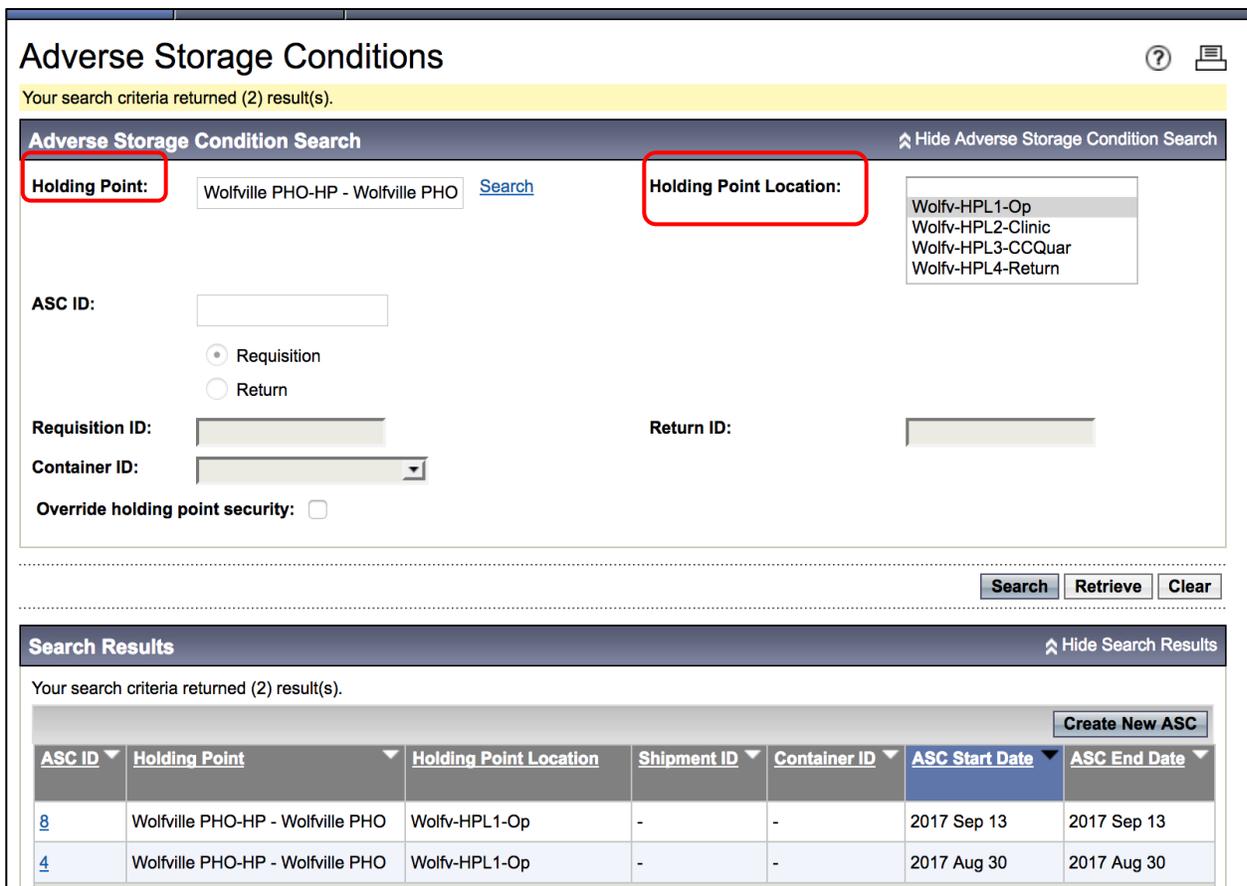
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**Overview Steps:** Inventory Maintenance>Manage Adverse Storage Conditions>Add search criteria to Adverse Storage Conditions Search screen>Click Search

1. Select **Inventory Maintenance** from the Left-Hand Navigation Menu, then select **Manage Adverse Storage Conditions**



2. The **Adverse Storage Conditions Search** screen displays.
3. Enter search criteria.
  - To identify all ASCs in the system, complete an open search (no criteria).
  - Search by **ASC ID** if known.
  - For External ASCs, search by holding point. Add the holding point to the **Holding Point** field, using the type ahead feature.
  - For Internal ASCs, add the holding point to the **Holding Point** field, using the type ahead feature. Once the holding point is added, the holding point locations associated with the holding point will display in the **Holding Point Location** box.
4. Click **Search**.
5. The search results will display in the **Search Results** section of the screen.



**Adverse Storage Conditions**

Your search criteria returned (2) result(s).

**Adverse Storage Condition Search** Hide Adverse Storage Condition Search

**Holding Point:** Wolfville PHO-HP - Wolfville PHO [Search](#) **Holding Point Location:**

- Wolfv-HPL1-Op
- Wolfv-HPL2-Clinic
- Wolfv-HPL3-CCQuar
- Wolfv-HPL4-Return

**ASC ID:**

Requisition  Return

**Requisition ID:**  **Return ID:**

**Container ID:**

**Override holding point security:**

[Search](#) [Retrieve](#) [Clear](#)

**Search Results** Hide Search Results

Your search criteria returned (2) result(s).

[Create New ASC](#)

ASC ID	Holding Point	Holding Point Location	Shipment ID	Container ID	ASC Start Date	ASC End Date
<a href="#">8</a>	Wolfville PHO-HP - Wolfville PHO	Wolfv-HPL1-Op	-	-	2017 Sep 13	2017 Sep 13
<a href="#">4</a>	Wolfville PHO-HP - Wolfville PHO	Wolfv-HPL1-Op	-	-	2017 Aug 30	2017 Aug 30

## Steps: View

**Overview Steps:** Search>Click ASC ID> View details> Cancel

1. Complete an ASC search.
2. Click the **ASC ID** hyperlink to view the ASC details.

Search Results <span style="float: right;">Hide Search Results</span>						
Your search criteria returned (1) result(s).						
<a href="#">Create New ASC</a>						
ASC ID	Holding Point	Holding Point Location	Shipment ID	Container ID	ASC Start Date	ASC End Date
12	Halifax PHO-HP - Halifax PHO	Hfx-HPL1-Op, Hfx-HPL2-Clinic	-	-	2017 Sep 14	2017 Sep 14

3. The **Record Adverse Storage Condition** screen displays.
  - The screen contains detailed information about the ASC, providing the viewer with a full picture of the incident.

### Record Adverse Storage Condition

\* Required field

<p><b>ASC ID:</b> 12</p> <p><b>Holding Point:</b> Halifax PHO-HP - Halifax PHO</p> <p><b>Holding Point Location:</b> Hfx-HPL1-Op Hfx-HPL2-Clinic</p>	<p><b>* Reported By:</b> Cheryl Parsons</p> <p><b>* Contact Phone #:</b> ( 333 ) 344 4444 ext. 45554</p>
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<p><b>* ASC Start Date:</b> 2017 / 09 / 14 <small>yyyy mm dd</small></p> <p><b>* ASC End Date:</b> 2017 / 09 / 14 <small>yyyy mm dd</small></p> <p><b>* ASC Start Time:</b> 14 : 14 : ADT <small>hh mm</small></p> <p><b>* ASC End Time:</b> 14 : 24 : ADT <small>hh mm</small></p> <p><b>ASC Duration:</b> 10 minute(s)</p> <p><b>Recorded Duration of ASC:</b> 10 Mins 0 Hrs 0 Days <small>Mins Hrs Days</small></p>	<p><b>* Last Logged Date:</b> 2017 / 09 / 14 <small>yyyy mm dd</small></p> <p><b>* Last Logged Time:</b> 15 : 14 : ADT <small>hh mm</small></p> <p><b>Detected During Annual Inspection:</b> <input type="checkbox"/></p> <p><b>* Discovery Date:</b> 2017 / 09 / 14 <small>yyyy mm dd</small></p> <p><b>* Discovery Time:</b> 15 : 14 : ADT <small>hh mm</small></p> <p><b>Interval Between Last Log &amp; Discovery:</b> 0 minute(s)</p>
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<p><b>* Excursion Type:</b> Temperature</p> <p><b>* Cause:</b> Fridge door left ajar</p> <p><b>Cause Description:</b> The fridge door was left open.</p> <p><b>Action Taken with ASC Discovered:</b></p> <p><b>Other Excursion Description:</b></p>	<p><b>Temp. at Discovery:</b></p> <p><b>Max. Temp. During Interval:</b></p> <p><b>Min. Temp. During Interval:</b></p> <p><b>Temp. Unit During Interval:</b> degree Celsius</p> <p><b>Last Logged Temperature:</b></p> <p><b>Last Logged and Discovery Temperature Unit:</b></p> <p><b>Cause of Electrical Disruption:</b></p> <p><b>Duration of Electrical Disruption:</b> 0 Mins 0 Hrs 0 Days <small>Mins Hrs Days</small></p> <p><b>Disruption Time of Day:</b></p> <p><b>Recording Sent For Assessment:</b> <input type="checkbox"/></p> <p><b>Monitor Type:</b></p>
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**Reason for Deletion:**  **\* Other Reason:**

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- To display the products affected by the ASC, click the **Show Affected Products** button.
- The **Holding Point Status – affected products** section displays. This screen lists the holding point locations, affected products, and information about the products, including the **Recommended Disposition**, i.e., Viable or Unusable.

Holding Point Status - affected products										
Row Actions: <input type="button" value="Duplicate Item(s)"/> <input type="button" value="Remove Item(s)"/>										
<input type="button" value="Refresh Product List"/>										
		Holding Point Location Code	Catalogue Item Code	Product Alternate ID	Product Trade Name	Lot Number	Expiry Date	Quantity	Unit Of Measure	Recommended Disposition
<input type="checkbox"/>	<input type="checkbox"/>	Hfx-HPL1-Op	63	Tdap(10)	Boostrix®	AC37B227BA	2018 Oct 31	60.0	Doses	Viable <input type="button" value="v"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hfx-HPL1-Op	27	HPV-4(10)	Gardasil®	M006158	2018 Nov 3	985.0	Doses	Viable <input type="button" value="v"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hfx-HPL1-Op	53	Pneu-P-23(10)	Pneumovax®23	M034698	2018 Apr 1	995.0	Doses	Viable <input type="button" value="v"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hfx-HPL2-Clinic	52	Pneu-C-13(10)	Prevnar®13	G16722	2016 Feb 28	1.0	Doses	Viable <input type="button" value="v"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hfx-HPL1-Op	54	PPD(MDV)	Tubersol®	C5037AB	2018 Sep 30	1000.0	Doses	Viable <input type="button" value="v"/>

- To display details about each affected product, click the **+** to expand each section and view the details. To hide the product details, click on **-** to the left of each product.

		Holding Point Location Code	Catalogue Item Code	Product Alternate ID	Product Trade Name	Lot Number	Expiry Date	Quantity	Unit Of Measure	Recommended Disposition
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hfx-HPL1-Op	63	Tdap(10)	Boostrix®	AC37B227BA	2018 Oct 31	60.0	Doses	Viable <input type="button" value="v"/>
<b># of Times Exposed:</b>		<input type="text" value="1"/>		<b>Duration of Exposure:</b>		<input type="text" value="10"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="10"/>	<input type="text" value="0"/>
						Mins	Hrs	Days	Mins	Hrs
<b>Comment:</b>		<input type="text"/>		<b>List Price</b>		-				
<b>Weighted Average Cost</b>		0.00		<b>Extended Cost</b>		0.00				

Reason for Deletion:  \* Other Reason:

- To print the ASC, click the **Print** button on the **Record Adverse Storage Conditions** screen.
- Click **Cancel** to return to the search screen.

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### Steps: Create ASC

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**Overview Steps:** Search>Click Create New ASC> Document ASC> If external ASC, add impacted products> Save

## Creating an Internal ASC

1. Select **Inventory Maintenance** from the Left-Hand Navigation Menu, then select **Manage Adverse Storage Conditions**.
2. Follow the ASC search process.
3. If the ASC has not been reported in Panorama, click **Create New ASC**.

### Adverse Storage Conditions

**Adverse Storage Condition Search**
Hide Adverse Storage Condition Search

**Holding Point:**  [Search](#)      **Holding Point Location:**

Antig-HPL1-Op  
 Antig-HPL2-School  
 Antig-HPL3-CCQuar  
 Antig-HPL4-Return

**ASC ID:**

Requisition  
 Return

**Requisition ID:**       **Return ID:**

**Container ID:**

**Override holding point security:**

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**Search Results**
Hide Search Results

ASC ID	Holding Point	Holding Point Location	Shipment ID	Container ID	ASC Start Date	ASC End Date
Total: 0						

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Jump to page:

4. The search criteria will be carried over when creating the new ASC.
5. The **Record Adverse Storage Conditions** screen displays with the HP and HPLs displayed.
6. Enter the ASC details.
  - The ASC may be saved as long as the required fields (marked by an asterisk) in the **Record Adverse Storage Conditions** section are complete. This allows for an ASC to be initiated while the ASC is investigated. Note that dates and times are auto-populated. They must be reviewed and updated.
  - Mandatory fields:
    - Reported By: Name of user who reported the ASC
    - Contact Phone #: Phone # of person who reported the ASC
    - ASC Start Date: Start date entered while creating the ASC
    - ASC End Date: The date the product was placed in a location within temperature range and the product was no longer exposed
    - ASC Start Time: Estimated time the temperature went out of range
    - ASC End Time: Estimated time the temperature returned within range
    - Excursion Type: The type of event that defines the ASC – choose Temperature

- Cause: Select a reason from the dropdown menu
- Last Logged Date: The date of the last official logged temperature
- Last Logged Time: The time of the last official logged temperature
- Discovery Date: Date the ASC was discovered
- Discovery Time: Date the ASC was discovered
- Other fields:
  - Temp at discovery: List the temperature in Celsius
  - Temp Unit: Select Celsius
  - Action Taken with ASC Discovered: A description of the actions taken when the ASC was discovered
  - If a comment is required, document the comment in the **Comment** field. If multiple historical comments must be added, they should be entered in reverse chronological order, i.e., most recent first. Click the **Add** button to save the comment. The comment will display underneath the **Comment** field with the comment date and name of person creating the comment.

## Adverse Storage Conditions ? 🖨

The following HPLs are suspended from further inventory transaction: Antig-HPL1-Op, Antig-HPL2-Clinic  
Adverse Storage Condition record successfully saved.

**Record Adverse Storage Condition**

\* Required field

<p><b>ASC ID:</b> 13</p> <p><b>Holding Point:</b> Antigonish PHO-HP - Antigonish PHO</p> <p><b>Holding Point Location:</b> Antig-HPL1-Op Antig-HPL2-Clinic</p>	<p><b>* Reported By:</b> <input type="text" value="Stacey MacDonald"/></p> <p><b>* Contact Phone #:</b> ( <input type="text" value="902"/> ) <input type="text" value="555"/> <input type="text" value="6666"/> ext. <input type="text"/></p>
<p><b>* ASC Start Date:</b> <input type="text" value="2017"/> / <input type="text" value="10"/> / <input type="text" value="06"/> <small>yyyy mm dd</small></p> <p><b>* ASC End Date:</b> <input type="text" value="2017"/> / <input type="text" value="10"/> / <input type="text" value="06"/> <small>yyyy mm dd</small></p> <p><b>* ASC Start Time:</b> <input type="text" value="12"/> : <input type="text" value="05"/> : ADT <small>hh mm</small></p> <p><b>* ASC End Time:</b> <input type="text" value="12"/> : <input type="text" value="30"/> : ADT <small>hh mm</small></p> <p><b>ASC Duration:</b> 25 minute(s)</p> <p><b>Recorded Duration of ASC:</b> <input type="text" value="25"/> <input type="text" value="0"/> <input type="text" value="0"/> <small>Mins Hrs Days</small></p> <p><small>25 0</small> <small>Mins Hrs</small></p>	<p><b>* Last Logged Date:</b> <input type="text" value="2017"/> / <input type="text" value="10"/> / <input type="text" value="06"/> <small>yyyy mm dd</small></p> <p><b>* Last Logged Time:</b> <input type="text" value="11"/> : <input type="text" value="00"/> : ADT <small>hh mm</small></p> <p><b>Detected During Annual Inspection:</b> <input type="checkbox"/></p> <p><b>* Discovery Date:</b> <input type="text" value="2017"/> / <input type="text" value="10"/> / <input type="text" value="06"/> <small>yyyy mm dd</small></p> <p><b>* Discovery Time:</b> <input type="text" value="12"/> : <input type="text" value="30"/> : ADT <small>hh mm</small></p> <p style="border: 2px solid red; padding: 2px;"><b>Interval Between Last Log &amp; Discovery:</b> 1 hour(s) and 30 minute(s)</p>
<p><b>* Excursion Type:</b> <input type="text" value="Temperature"/></p> <p><b>* Cause:</b> <input type="text" value="Fridge door left ajar"/></p> <p><b>Cause Description:</b> <input type="text"/></p> <p><b>Action Taken with ASC Discovered:</b> <input type="text" value="Door was closed."/></p> <p><b>Other Excursion Description:</b> <input type="text"/></p>	<p><b>Temp. at Discovery:</b> <input type="text" value="15"/></p> <p><b>Max. Temp. During Interval:</b> <input type="text"/></p> <p><b>Min. Temp. During Interval:</b> <input type="text"/></p> <p><b>Temp. Unit During Interval:</b> <input type="text"/></p> <p><b>Last Logged Temperature:</b> <input type="text"/></p> <p><b>Last Logged and Discovery Temperature Unit:</b> <input type="text"/></p> <p><b>Cause of Electrical Disruption:</b> <input type="text"/></p> <p><b>Duration of Electrical Disruption:</b> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <small>Mins Hrs Days</small></p>

Comment: (4000 characters remaining)

Add

Date	Comments	Recorded By
2017 Oct 6	When the ASC was discovered, Stacey closed the fridge door.	Parsons, Cheryl

Reason for Deletion:  \* Other Reason:

Show Affected Products

7. Click the **Show Affected Products** button at the bottom of the screen.
8. The products in the HPLs that have been associated with the ASC will display.
9. Update the details of the affected products.
10. Click **Save**.

**Holding Point Status - affected products**

Row Actions:

Refresh Product List

		Holding Point Location Code	Catalogue Item Code	Product Alternate ID	Product Trade Name	Lot Number	Expiry Date	Quantity	Unit Of Measure	Recommended Disposition
<input type="checkbox"/>	<input type="checkbox"/>	Antig-HPL1-Op	2	BAT(1)	BAT Heptavalent-Equine	Test BAT LOT	2019 Aug 21	3002.0	Doses	Viable <input type="button" value="v"/>
<input type="checkbox"/>	<input type="checkbox"/>	Antig-HPL2-Clinic	27	HPV-4(10)	Gardasil®	M006158	2018 Nov 3	2001.0	Doses	Viable <input type="button" value="v"/>
<input type="checkbox"/>	<input type="checkbox"/>	Antig-HPL1-Op	27	HPV-4(10)	Gardasil®	M006158	2018 Nov 3	3000.0	Doses	Viable <input type="button" value="v"/>
<input type="checkbox"/>	<input type="checkbox"/>	Antig-HPL1-Op	3	BCG(MDV)	Japan BCG Vaccine	Test BCG Lot	2020 Aug 19	2000.0	Doses	Viable <input type="button" value="v"/>
<input type="checkbox"/>	<input type="checkbox"/>	Antig-HPL1-Op	8	DTaP-IPV-Hib(5)	Pediacel®	C5094AA	2018 Oct 31	3000.0	Doses	Viable <input type="button" value="v"/>
<input type="checkbox"/>	<input type="checkbox"/>	Antig-HPL2-Clinic	53	Pneu-P-23(10)	Pneumovax®23	M035579	2018 May 16	2001.0	Doses	Viable <input type="button" value="v"/>
<input type="checkbox"/>	<input type="checkbox"/>	Antig-HPL1-Op	53	Pneu-P-23(10)	Pneumovax®23	M034698	2018 Apr 1	2982.0	Doses	Viable <input type="button" value="v"/>
<input type="checkbox"/>	<input type="checkbox"/>	Antig-HPL1-Op	53	Pneu-P-23(10)	Pneumovax®23	M035579	2018 May 16	3000.0	Doses	Viable <input type="button" value="v"/>
<input type="checkbox"/>	<input type="checkbox"/>	Antig-HPL1-Op	54	PPD(MDV)	Tubersol®	C5037AB	2018 Sep 30	3000.0	Doses	Viable <input type="button" value="v"/>

Reason for Deletion:  \* Other Reason:

Show Affected Products

Save

11. After saving, **Interval Between Last Log & Discovery** will populate with the internal time.
12. A confirmation message displays. Once the ASC record is saved, the HPLs will be suspended automatically by the system.

**Adverse Storage Conditions** ? 📄

The following HPLs are suspended from further inventory transaction: Antig-HPL1-Op, Antig-HPL2-Clinic  
Adverse Storage Condition record successfully saved.

It is not necessary to use **Save and Notify Originator**, since the **Jurisdictional Notification** function is not enabled for the Inventory Module in Panorama.

13. To unsuspend the HPL, go to the **Maintain Holding Location Information** page and un-select the **ASC Suspended** checkbox.

<b>Lockable:</b>	<b>ASC Suspended:</b>	<b>Mobile:</b>	<b>Protected From Light:</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comment:</b>			

14. To attach a support document, click the **Attach Document** button at the bottom of the screen.
15. The **Context Documents** screen displays.

**Context Documents** ? 📄

**Search Document Folders - Basic** ⤴ Hide Search

Enter Keywords to search. Leave search box empty to view all documents. Search will be performed on selected folder and its subfolders if applicable. Search results will appear in 'Document List' below.

**Search Documents by keyword:**

**Document List** ⤴ Hide Document List

**Row Actions:**

Document Title	Size[KB]	Type	Posted By	Posted On	Description	Status

Total: 0 ⏪ Page 1 of 1 ⏩ Jump to page:

16. Click **Add New** button. The **Add New Document** screen displays.
17. Click Browse and select the document.
18. Click **Upload File**.
19. Click **Submit**.

### Document Management

**Add New Document**

\* File name:  No file selected.

File uploaded:

Selected Document:

\* Document Title:

\* Effective Date:  /  /    
yyyy mm dd

Expiration Date:  /  /    
yyyy mm dd

Status: \*

Enter Keyword:    Selected Keywords:

Use CTRL key for multiple selections.

Description:

Document Added by : Parsons, Cheryl on : 2017 Oct 06

20. The document displays in the **Document List** section under **Context Documents**.

Document List <span style="float: right;">^ Hide Document List</span>						
Row Actions: <input type="button" value="Delete"/> <input type="button" value="Select and Return"/>		<input type="button" value="Add New"/>				
<input type="checkbox"/>	Document Title	Size(KB)	Type	Posted By	Posted On	Status
<input type="checkbox"/>	<a href="#">ASC Support Document</a>	22.53	VND.OPENXMLFORMATS-OFFICEDOCUMENT.WORDPROCESSINGML.DOCUMENT	Parsons, Cheryl	2017 Oct 06	active

Total: 1 Page 1 of 1 Jump to page:

### Creating External ASCs

1. Complete an ASC search.
2. The **Adverse Storage Conditions Search** page displays. Click the **Search** hyperlink and select the Holding Point on the Holding Point Profile screen to populate the **Holding Point** in the Holding Point field.
3. If no ASC displays corresponding to the search criteria, click **Create New ASC**.
4. The search criteria will be carried over to create the **Adverse Storage Condition**.
5. The **Record Adverse Storage Condition** screen displays with the HP.
6. Enter the ASC details. The ASC can be saved as long as the required fields (marked by an asterisk) in the **Record Adverse Storage Condition** section are completed. This allows for an ASC to be initiated while the details are being investigated. Note that dates

and times are auto-populated, but may be changed. The information fields are the same for the Internal and External ASCs.

- Mandatory fields:
  - Reported By: Name of user who reported the ASC
  - Contact Phone #: Phone # of person who reported the ASC
  - ASC Start Date: Start date entered while creating the ASC.
  - ASC End Date: The date the product was placed in a location within temperature range and the product is no longer exposed.
  - ASC Start Time: Estimated time the temperature went out of range
  - ASC End Time: Estimated time the temperature returned within range
  - Excursion Type: The type of event that defines the ASC – choose Temperature
  - Cause: Select a reason from the dropdown menu.
  - Last Logged Date: Date of last formally logged temperature date
  - Last Logged Time: Time of last formally logged temperature
  - Discovery Date: Date the ASC was discovered
  - Discovery Time: Date the ASC was discovered
  
- Other fields:
  - Temp at discovery: List the temperature in Celsius
  - Temp Unit: Select Celsius
  - Action Taken with ASC Discovered: A description of the actions taken when the ASC was discovered
  - If a comment is required, document the comment in the **Comment** field. If multiple historical comments must be added, they should be entered in reverse chronological order, i.e., most recent first. Click the **Add** button to save the comment. The comment will display under the Comment field with the date and name of user.

Record Adverse Storage Condition	
* Required field	
ASC ID: N/A	* Reported By: Sue Smith
Holding Point: Dr. Gertrude Langlois-HP - Dr. Gertrude Langlois	* Contact Phone #: ( 902 ) 444 5656 ext. [ ]
Holding Point Location:	
* ASC Start Date: 2017 / 10 / 06 yyyy mm dd	* Last Logged Date: 2017 / 10 / 06 yyyy mm dd
* ASC End Date: 2017 / 10 / 06 yyyy mm dd	* Last Logged Time: 09 : 00 : ADT hh mm
* ASC Start Time: 12 : 00 : ADT hh mm	Detected During Annual Inspection: <input type="checkbox"/>
* ASC End Time: 14 : 00 : ADT hh mm	* Discovery Date: 2017 / 10 / 06 yyyy mm dd
ASC Duration: 0 minute(s)	* Discovery Time: 14 : 00 : ADT hh mm
Recorded Duration of ASC: 0 2 0 Mins Hrs Days	Interval Between Last Log & Discovery: 0 minute(s)
	Temp. at Discovery: [ ]
* Excursion Type: Temperature	Max. Temp. During Interval: [ ]
* Cause: Vaccine left out	Min. Temp. During Interval: [ ]
Cause Description: Vaccine found in a bag on the counter.	Temp. Unit During Interval: [ ]
Action Taken with ASC Discovered: Vaccine was placed in the fridge.	Last Logged Temperature: [ ]
Other Excursion Description: [ ]	Last Logged and Discovery Temperature Unit: [ ]
	Cause of Electrical Disruption: [ ]
	Duration of Electrical Disruption: 0 0 0 Mins Hrs Days
	Disruption Time of Day: [ ]
	Recording Sent For Assessment: <input type="checkbox"/>
	Monitor Type: [ ]

Comment: (4000 characters remaining )

[ ] Add

Date	Comments	Recorded By
2017 Oct 7	A bag containing 5 doses of Act Hib was found in the medication room. The vaccine order was delivered at noon on October 6th. It appears this vaccine was not placed in the fridge following delivery. Following discovery, the Act Hib was placed in the fridge with a note. The public health office was contacted to determine if the vaccine could be used or if it should be returned as waste.	Parsons, Cheryl

- To record the products associated with the ASC, click the **Show Affected Products** button at the bottom of the screen.

- Add products by either selecting the **Product Alternate ID**, or **Catalogue Item Code**. Once a Catalogue Item is selected, the corresponding **Lot Number** will be made available in the drop-down list and the **Unit of Measure** will be automatically populated.
- Select the **Product Lot** and enter the **Quantity Affected** for the product.

10. Click **Add** to associate the product with the ASC. Add as many products as needed.
11. Click the + symbol to expand the line item.
12. Enter the number of times this product was exposed in the **# of Times Exposed** field.
13. Enter the duration in the **Duration** field.
14. If known, select the **Recommended Disposition**: Unusable or Viable.

Holding Point Status - affected products

Product Alternate ID:  Catalogue Item Name:

Catalogue Item Code:  Lot Number:

Quantity Affected:  Unit of Measure:

Row Actions:

	Catalogue Item Code	Product Alternate ID	List Price	Product Trade Name	Lot Number	Expiry Date	Quantity	Unit Of Measure	Recommended Disposition
-	25	Hib(5)	-	Act Hib®	UI609AA	2017 Nov 18	5.0	Doses	Unusable

**# of Times Exposed:**

**Duration of Exposure:**

Mins Hrs Days  
0 2  
Mins Hrs

Comment:

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Reason for Deletion:  \* Other Reason:

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15. Click **Save**.
16. Upon successfully saving, a message displays, indicating the ASC record has been saved.
17. The HP is NOT automatically suspended when an ASC is created.
18. To print a copy, click the **Print** button.

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### Steps: Update ASC

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**Overview Steps:** Search>Click ASC ID>Make Updates> Save

1. Complete an ASC search.
2. Once the search results are displayed, select the hyperlink of the desired ASC to display the details of the record to be updated.
3. All fields on the ASC are updatable on an External ASC, with the exception of **Affected Quantity**. To update the quantity, delete the line item and re-add the item to the ASC with the correct quantities.

- To update the recommended disposition, select **Show Affected Products**, review the details, and make updates.

Holding Point Status - affected products

Product Alternate ID:  Catalogue Item Name:

Catalogue Item Code:  Lot Number:

Quantity Affected:  Unit of Measure:

Row Actions:

	Catalogue Item Code	Product Alternate ID	List Price	Product Trade Name	Lot Number	Expiry Date	Quantity	Unit Of Measure	Recommended Disposition
☒	25	Hib(5)	-	Act Hib®	UI609AA	2017 Nov 18	5.0	Doses	Unusable

# of Times Exposed:  Duration of Exposure:

<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="0"/>
Mins	Hrs	Days
<input type="text" value="0"/>	<input type="text" value="2"/>	
Mins	Hrs	

Comment:

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Reason for Deletion:  \* Other Reason:

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- Click the **Save** button.
- To delete an ASC created in error, search for the ASC and click the ASC ID.
- The system displays the ASC detail on the **Record Adverse Storage Conditions** screen.
- Select a **Reason for Deletion** from the drop-down list.
- A **Reason for Deletion** must be selected from the dropdown menu before the **Delete** button is enabled. If the reason is Other, the **Other Reason** field will be enabled and the reason must be added.
- Click **Delete**.
  - The system displays a warning message confirming the delete.
  - Click OK.
- A confirmation message displays, confirming the ASC was deleted.

Reason for Deletion: ✓ Entered in error  
Other \* Other Reason:

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	<ul style="list-style-type: none"><li>• If a user decides to delete a record while in the midst of creating it, an initial save must be performed before the delete can be performed.</li><li>• An ASC may be deleted from the time of the initial save, up until a <b>Recommended Disposition</b> is saved.</li><li>• If a <b>Recommended Disposition</b> has been saved, the user must set the <b>Recommended Disposition</b> to blank, i.e., select neither Viable nor Unusable, and <b>Save</b> before the system will allow the ASC to be deleted.</li><li>• An audit record of the ASC will be kept in the system.</li></ul>
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