

Lesson Seven – RSS Paperwork

SNS Learning Team February 21, 2019

Learning Objectives

- At the end of this lesson, participants will be able to:
 - List key RSS forms and paperwork
 - Describe how RSS forms and paperwork are used within the

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Potential RSS Response Paperwork

- Receiving document register
- Bill of lading (BOL)
- SNS delivery and transfer of title Putaway lists
- Expired, Not Relabeled (ENR) letter
- · Advanced Shipping Notice
- DEA form 222
- Pick lists
- Packing list
- · Cross Docking Tool

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Receiving Document Register 1. Not written in DSNS guidance documents 1. Is a useful tool for rebuilding inventory list after catastrophic failure

Item Name	NDC	Unit of Issue	Amount / Unit	Lot Number	Expiration	Location	Received By:	Date Received
	_		_					
			_					
	_		_	_	_	_		
	_		_	_	_	_	_	
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Use: A contractual document Issued by a carrier Lists goods being shipped Specifies the terms of their transport Materiel descriptions not detailed Shipping instructions ARE detailed ASPR



Containerized Product Checklist Organizes container entry into the site Simply check the box 2-person control Disposition: Record copy at inventory control

SNS Delivery and Transfer of Title Form

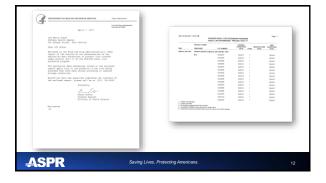
Use: Transfer containerized products to project area

- DEA registrant not needed
- Must be state representative
- As a whole, or by container
- Disposition: Record for SNS

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Many DSNS products have reached their expiration dates. DSNS works with the food and drug administration and the department of defense. Products are tested and shelf life extended if product still effective Product will not be relabeled The expired, not relabeled letter documents the extension SOURCE Producting Americans.



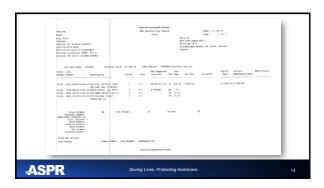
Advanced Shipping Notice

- Provides advance notice of products to be shipped
- New capability
- Based on lessons learned from H1N1
- Still evolving this is the current format



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Drug Enforcement Administration (DEA) Form 222

Use: Transfer of Schedule II controlled substances

- 12-hour Push Package has
- Morphine (Schedule II)
- Diazepam (Valium) (Schedule IV)
- Midazolam (Versed) (Schedule IV)
- Issued by State DEA registrant
- Will not delay 12-hour Push Package sign over
- Has to get done, but not right away
- Must be error free!
- Copies for FDA regional office, DSNS and state

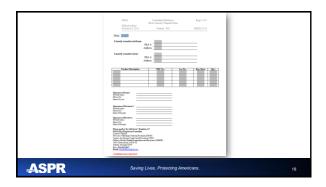


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DSNS Form 1237A • DSNS also provides a transfer form for schedule II and IV pharmaceuticals • Also DEA approved



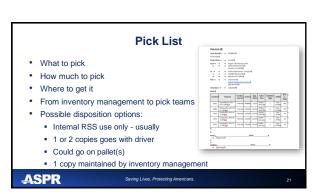
Putaway (Store) List 1. Use: List warehouse location where received materiel will be placed until needed in an order 2. May be generated by: 3. Inv control - Putaway team 4. Warehouse manager 5. Team supervisor 6. Disposition: Receiving manager or Inventory Management

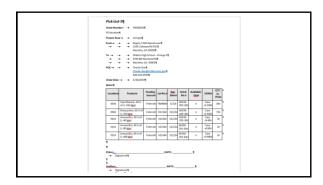
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Packing List

- Document prepared by the shipper listing kinds and quantities of products
- Copy sent to the receiving party to assist in checking the shipment when received
- · Details varies with vendors
- Used with all DSNS shipments

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Problem (2016 5)

Since (1970 18)

Since

Cross Docking Tool Operational Concept

- · Trucks arrive at state delivery site with detailed packing list
- Packing List copied One to Inventory Management One used at dock
- Two cross docking checklists prepared prior to event
 - One for use if containerized product arrives at delivery site
 - One for use if only palletized product arrives at delivery site. POD Name, route and # of pallets being shipped already determined. This is shown in black on the worksheet
 - Orders sequenced in the correct order for shipment
 - Separate entry for each pallet of product a site will be shipped

Cross Docking Tool Operational Concept

- · Cross docking
 - Product rolls off truck, pallets are assigned to a customer IAW the worksheet and moved to correct truck or staging area
 - Item name, lot #, Ex date, Qty, unit of use and whether it is a container or pallet are written in as the container or pallets comes off the truck. This is shown in Blue on the worksheet.
 - As each worksheet is competed, it is sent to Inventory Management so product can be decremented from the inventory management system
 - Not all pallets or Doxy or Cipro have 96 cases. Most do, but some do not, so we need to account for this

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Cross Docking Worksheet

Cross Docked by: RM Bishop Date / Time: Dio 25, 2017-1:85 PM

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Questions?	