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U.S. President's Malaria Initiative

IRS Storekeeper Pocket Guide July 2018



U.S. PRESIDENT'S MALARIA INITIATIVE

vectorlink

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Receiving IRS Materials

- Before the materials arrive at the store, go through the Dispatch Note/Delivery Note to confirm what is expected to be received.
- Supervise the offloading of materials from the vehicle.
- All materials should be handled with care whilst offloading.
- All workers offloading insecticides must be in personal protective equipment.
- Separate damaged materials or packaging, from good ones, e.g. soaked carton boxes from non-soaked ones.
- Record/document all damaged materials.
- Record/document any other discrepancies noted in the materials delivered.
- Verify what you have counted with what is on the Invoice/Delivery Note.
- If the figures and other details are tallying, sign the delivery documents (Delivery Note).
- If the figures and/or other details are not tallying, write a comment against the Delivery Note specifying the anomaly, and sign against the comment.
- Raise a Goods Received Note (GRN) and present an original copy to the driver.
- Enter information in the Store Ledger and on the Stock Card.
- All materials returned from the field should be entered on the Stock Card and in the Store Ledger.

Storage of IRS Materials

- For items without an expiry date: Adhere to stock rotation rule—First In First Out (FIFO).
- For insecticide, and any other materials **with an expiry date** (such as pregnancy test kits), adhere to First Expiry First Out (FEFO) policy at all times.
- Clean the store daily to ensure that it is kept free of dust, uncontaminated waste, and debris.
- Ensure that the store is free of rodents, pets and pests.
- Protect all materials from contamination, excessive heat, exposure to sunlight and humidity.
- Ensure adequate and sufficient security in terms of burglar bars, warning signs, double locks, fencing, presence of security guards (24 hours a day, 7 days a week).
- All materials in the store should be stored off the floor and on pallets.
- Insecticide should be stacked up to a maximum height of 2 meters from the ground.
- Cover all porous floors with polythene sheeting.
- Restrict access to the store to authorized personnel only.
- Ensure there is adequate lighting in the store to enable all operations to be carried out safely.

- Ensure the store is well-ventilated and there is good air flow.
- Ensure that fire prevention materials and equipment are kept in a secure but accessible area of the store, and that the equipment is in good working condition at all times.
- The recommended room temperature for IRS stores is maximum 35°C.



Correct insecticide storage.

Storage of Contaminated Materials & Solid Waste

- Used insecticide packaging material, such as empty sachets and bottles, are considered contaminated materials.
- Used face masks and any other obsolete PPE materials are also considered contaminated materials.
- Keep all contaminated materials in a dedicated and clearly labeled section of the store.
- Store all wastes by type, e.g., do not mix gum boots and gloves or empty insecticide sachets with used dust masks.
- Bundle together all empty sachets in tens, and place empty insecticide bottles back in the original cartons.
- Stock cards should be opened and maintained for all contaminated materials received in the store.
- Update the store ledger with all the movements of contaminated materials and solid waste.
- Secure any insecticide residue (mixed/constituted insecticide) from the field in the locked wash area overnight and ensure that it is distributed to the Team Leaders first thing the next day.

Security of IRS Materials

- Ensure there is a security guard at the premises at all times.
- The security guard should monitor all individuals and materials coming in and going out of the store.
- Personally carry out or supervise the opening and closing of the store each day.
- Ensure that two people keep different keys to the store, i.e., one keeps the key to one lock, and the other one keeps the key to the second lock.
- Ensure that the store is kept locked at all times when not in use.
- Restrict access to the store to only authorized people.
- Ensure that all spare keys to the store are kept by the Logistics Coordinator/Manager.
- Any security incidents should be reported in writing to the Site Supervisor or Logistics Manager before the end of the day they happened, or within 12 hours, for incidents happening off-hours.

Issuing IRS Materials

- Whenever materials are issued out, the receiving party must acknowledge receipt by signing against the Issue Note or Stores Requisition Form.
- Count and confirm the number of all items (i.e., number of bottles/sachets, not number of boxes) that are being issued.
- Update the stock cards and store ledger each time materials are issued out.
- Update the Insecticide Tracking Sheet each time insecticide is issued out.
- Update the Spray Performance Tracking Sheet each time insecticide is issued out.

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FEUILLE DE SUIVI JOURNALIER DE LA CONSOMMATION D'INSECTICIDE

District: Makha Site: Makha Date: 26/05/2011

Equipe	Sachets Reçus	MATIN		Sachets Vides Rendus	Sachets Pleins Rendus	SOIR	
		Signature Chef d'équipe	Signature Magasinier			Signature Chef d'équipe	Signature Magasinier
1	20	[Signature]	[Signature]	21	9	[Signature]	[Signature]
2	20	[Signature]	[Signature]	21	13	[Signature]	[Signature]
3	20	[Signature]	[Signature]	19	21	[Signature]	[Signature]
TOTAL				61	29		

An updated insecticide stock tracking sheet.

Serializing Insecticide Bottles or Sachets

- Ensure that each insecticide bottle or sachet and box has a unique serial number for tracking purposes.
- Serializing may be done at the central store or at the operations site (this decision must be made by each country).
- When insecticide bottles or sachets are being serialized:
 - Do not open more than one box at any time.
 - Once all insecticide bottles or sachets in a box have been serialized, reseal the box and indicate the number of boxes in the box to go across the seal.
 - It is good practice to use concurrent numbers for the serial numbers to make it easy to track.



Serialized insecticide bottle and carton.

The Store Ledger

- Update the physical (hard copy) store ledger book (register book) daily.
- Update the ledger book with all stock movements in and out of the store.
- All returned stock should be re-entered into the ledger.
- The stock balances in the stock ledger book should match those on the stock card.



Correct storage of IRS materials.

Store Temperature Control & Recording

- Using a min/max thermometer, record the interior (in-store) temperatures manually twice each day insecticide is held in stock.
- Record the temperature at 10.00am and 3.00pm each day.
- The ideal store room temperature is 30 degrees Celsius.
- Bring it to the attention of the Logistics Manager/Coordinator if the temperature rises above 35 degrees Celsius.
- Submit the temperature logs to the Logistics Manager/Coordinator at the end of the spray campaign.



Thermometers for IRS store temperature monitoring.

Personal Safety

- Always wear appropriate PPE while in the store.
- Do not eat or drink while in the store.
- The Material Safety Data Sheet (MSDS) for the insecticides in stock should be displayed in a prominent place at all times.
- The spill response and emergency response procedure should be displayed in a prominent place at all times.
- Ensure that the following are in the store at all times:
 - A fully-stocked, easily accessible, First Aid Kit
 - Fire-fighting equipment,
 - A spill kit
- Clean water for accident and emergency response



An IRS store.

Recommended First Aid Kit Items

At least one item from each of the following categories:

Band aids

Bandage

- 2" Clean Wrap Bandage
- Assorted Woven Adhesive Bandages

Absorbent

- 5" X 9" ABD Pad
- 2" X 3" Non-Adherent Pad
- Cotton

Gauze

Eye Wash

Disinfection

- Antibiotic Ointment
- Antiseptic Wipes

Hydrocortisone/Calamine Lotion

Painkiller

- Aspirin
- Panadol
- Paracetamol

Others (all of these)

- 4 1/2" Plastic Handle Scissors
- 3" Square End Tweezers
- First Aid Instruction Chart
- Latex Gloves, Pair, Large
- Ammonia Inhalant Ampules

The “3 Cs” of Spill Management

CONTROL

- Protect yourself
- Stop the source
- Protect others
- Stay at the site

CONTAIN

- Confine the spill
- Protect water sources
- Absorb liquids
- Cover dry materials

CLEAN UP

- For spilled liquid pesticides, sweep up the absorbent material and place it into a heavy-duty plastic drum or bag.
- Keep adding the absorbent material until the spilled liquid is soaked up and removed.
- Decontaminate the spill site.
- Once you have collected as much of the spilled material as possible, decontaminate the spill site as well as you can.
- Do not hose down the site with water, unless the spill is on a containment tray or pad.
- Decontaminate equipment and people.

First Aid

IMPORTANT NOTE: REMEMBER TO REPORT ALL INCIDENTS USING THE APPROPRIATE CHANNELS

GENERAL ADVICE

Have the product container, label or Material Safety Data Sheet with you when calling a poison control center or physician, or going for treatment.

INHALATION

Move the victim to fresh air. If breathing is irregular or stopped, administer artificial respiration. Keep the patient comfortable and at rest. Call a physician or poison control center immediately.

SKIN CONTACT

Take off all contaminated clothing immediately. Wash off immediately with soap and plenty of water. If skin irritation persists, call a physician.

EYE CONTACT

Rinse immediately with plenty of water, also under the eyelids, for at least 15 minutes. Remove contact

lenses. Immediate medical attention is required.

End of Spray Cycle Activities

- Ensure that all pumps are thoroughly washed and dried on the last day of the spray campaign.
- Ensure that all gumboots are paired in correct sizes as they are received and returned to the district/central stores.
- Ensure that all hand gloves are paired and sorted into useable and damaged, but fully accounted for.
- Supervise the dispatch and loading of all materials to be returned to the district/central stores.
- Ensure that all re-useable plastic sheeting is thoroughly cleaned.
- Supervise the cleaning of the store, soak pit areas and store compound.
- Sign off on the final inventory count.



Photo by Arnaud Rakotonirina



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