

# Storing

OHRDP coordinates the distribution of harm reduction supplies to 34 Core Harm Reduction Programs/Needle Syringe Programs (NSPs) in Ontario through a licensed Medical Supplies Distributor. The harm reduction supplies currently provided include alcohol swabs, Castile soap wipes, filters, cookers, sterile water, tourniquets, vitamin C, baggies, push sticks, brass screens, straight stems, straws, bowl pipes, mouthpieces, foil, attached needles, syringes, needle tips (excluding: biohazard containers and condoms).

## Storage

*“A place for everything and everything in its place.”* Every core NSP has access to a different storage space for inventory. For some programs, this could mean a very small area. For others, it could be a warehouse. Regardless of the kind of space, there are a few tips that can help make supplies easy to find and easier to manage for everyone.

- 1. Post visual pictures of supplies:** Create posters with a picture of the supply to help everyone, especially newer staff. Affix the poster to the wall or storage space to help people know where to put newly arrived inventory for that supply.
- 2. Label shelves to keep them organized:** Label shelves with supply names so people are able to contribute in keeping things neat and organized.
- 3. Post an inventory location map in your storage room.** Creating a map that shows the locations of all your harm reduction supplies helps team members locate the supplies they need quickly, but also helps them know where to store new inventory. This helps keep the storage space organized.
- 4. Store boxes with expiry dates and identifying labels facing forward:** This makes it easy to identify the supplies and know which boxes to use first. Remember to use FIFO (First In First Out) with new stock placed in the back and older inventory closer to the front for immediate use.
- 5. Keep your inventory in a secured storage area.** Harm reduction supplies should be accessed in your storage area only by the individuals you authorize. Ensure there's a process for staff to record what supplies are leaving the storage area. This will help your ongoing inventory management.
- 6. The storage area should be dry,** with inventory kept on shelves or skids off the floor. Proper climate control is important for some harm reduction supplies.
- 7. For safety, keep heavy items at waist level.** Observe your organization's Occupational Health and Safety guidelines.

8. Consider storing **kits** with a **label showing the supplies lot numbers**. If storing the kits in boxes, mark the boxes with the **date they were packed**. This will make it easier to locate supplies in case of a product recall or an upcoming supply expiry.
9. Core programs should encourage **community agencies** to use these storage tips.

## Storing in Families

One way to store stock is in '*families*'. In *families*, all inhalation supplies are stored together in one area, and injection supplies stored together in a different space. This can make it easier to find and manage stock.

*Do not hesitate to contact OHRDP with any questions you might have about the storage of harm reduction supplies.*

### Ontario Harm Reduction Distribution Program

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