

Title Labelling, Allocation and Management of Physical Global Location Numbers (GLNs)

Issue Date	Review Date	Version
7/2/18	January 2022	Final v1.2

Purpose

This Standard Operating Procedure (SOP) is to inform staff about the management of a Global Location Number (GLN) barcoding activity as part of the Scan4Safety programme, Core Enabler 1, which will uniquely identify the Trust's physical spaces, as part of the Trust's adoption of GS1 standards.

Who should read this document?

All staff
Site Services – Planning Compliance Team

Key Messages

All **physical** locations (as defined in Micad) in the Trust are to be issued with a unique GLN or GLN extension.

All level 2 to 5 physical GLNs (related to CAD diagrams) will be created and stored in Micad (the Trust's property register). This data will then be published to the local Trust registry which will be the master data repository for all GLNs. GLN extensions will be held in the individual systems in which they are created.

This SOP details when GLNs and GLN extensions should be used. Where a GLN extension is not viable, a full GLN will be created.

A GLN will be used when referencing the location for product recall, inventory management & purchase to pay.

Every physical location is to have at least one barcode label.

Core accountabilities	
Owner	Quality Systems Manager
Review	GLN Project Board / Associate Director of Planning Facilities and Estates
Ratification	Deputy Chief Executive
Dissemination	Scan4Safety Project Manager (GLN) & Quality Systems Manager
Compliance	GLN Project Board / Associate Director of Planning Facilities and Estates
Links to other policies and procedures	
Global Location Number (GLN) Policy	
Version History	
V1	27/6/16 Final

The Trust is committed to creating a fully inclusive and accessible service. Making equality and diversity an integral part of the business will enable us to enhance the services we deliver and better meet the needs of patients and staff. We will treat people with dignity and respect, promote equality and diversity and eliminate all forms of discrimination, regardless of (but not limited to) age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity.

An electronic version of this document is available on Trust Documents on StaffNET. Larger text, Braille and Audio versions can be made available upon request.

Standard Operating Procedures are designed to promote consistency in delivery, to the required quality standards, across the Trust. They should be regarded as a key element of the training provision for staff to help them to deliver their roles and responsibilities.

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Note for Document Authors

Red text – Indicates assistance with content of the section.

Black text – Standard text that relates to all formal documents and can be left in situ.

Standard Operating Procedure (SOP)

Labelling, Allocation and Management of Physical Global Location Numbers (GLNs)

1 Purpose and Scope

Introduction

The Trust is adopting GS1 standards as this is a mandatory requirement as stated in the Department of Health's eProcurement Strategy. As one of the core enablers of the Scan4Safety Programme, the introduction of the Global Location Number (GLN) enables the unique and unambiguous identification of all locations within the Trust.

The Trust is adopting GS1 standards throughout the whole organisation and system managers or other users will be required to use GLNs when referencing a location in their system. The responsibility for physical GLNs and the labelling of GLNs will be restricted to the Compliance Team within Site Services.

2 Definitions

CAD – Computer Aided Design software used to create precision drawings of floor plans.

Department of Health (DH) - DH is a ministerial department, supported by 15 arm's length bodies and a number of other agencies and public bodies.

GLN Extension - A GLN extension can be used to identify a physical sub-location (a specific space within a physical location).

GLN Registry – A central location for storage of all GLNs.

Global Location Number (GLN) - A Global Location Number (GLN) is a unique number that is assigned to locations to enable them to be identified uniquely worldwide. These can be physical, functional, digital or legal.

Global Standards 1 (GS1) – GS1, is a not-for-profit, international organization that develops and maintains standards for supply and demand chains across multiple sectors.

Micad – the Trust's property register.

Physical GLN - A physical location is a site (an area, a structure or group of structures) or an area within a site where something was, is or will be located. A physical location must be allocated its own GLN when its access address is different from other physical locations and there is a business need to identify the physical location across organisations

Quality Systems Manager (QSM) working within the Compliance Team, Site Services.

Scan4Safety Programme – Following successful DH funding be obtained this programme is delivering the capability required to fulfil DH mandatory requirements.

Standard Operating Procedure (SOP) - a document which presents the recognised process or procedure which must be followed in order to minimise health and safety and operational risk.

3 Regulatory background

This procedure is based on the Trust's Global Location Number (GLN) Policy.

The [Department of Health's eProcurement strategy](#) mandates the use of GS1 standards in every NHS Acute Trust - to increase efficiencies and significantly improve the quality and safety of care.

And the National Information Board's [Personalised Health and Care 2020 Framework](#) will enable England to become a global leader in the provision of digital health and care services that improve patient safety and transparency.

The NHS needs transformational change. Both the [interim Carter Review and the Final Review](#) reinforced this and called for the NHS to undergo a cultural change in order to bring about major efficiencies, or risk further losses.

A full list of GS1 standards can be obtained here: <http://www.gs1.org/standards>

Standards relevant to GLN are as follows:-

GS1 General Specifications:

http://www.gs1.org/docs/barcodes/GS1_General_Specifications.pdf

GS1 GLN Allocation Rules (printable version) Standard:

http://www.gs1.org/docs/barcodes/GS1_GLN_Allocation_Rules.pdf

GSI Executive Summary:

http://www.gs1.org/docs/idkeys/GS1_GLN_Executive_Summary.pdf

4 Key Duties

Quality Systems Manager (QSM) and Compliance Team, Site Services

- perform monthly audits to ensure all physical spaces are assigned and labelled with a GLN in Micad
- when GLNs are deactivated in Micad – remove label
- when new GLNs are created in Micad – attach and verify label
- when locations are merged in Micad – update labels
- action requests from system managers/other users to create new physical GLNs in Micad
- update the local GLN registry with any changes made to physical GLNs held in Micad
- communicate any changes to physical GLNs in the local registry to system managers
- printing, verifying, maintaining and replacing GLN barcoded labels

System managers/other users

- Request new/existing physical GLNs from QSM
- Incorporate and use GLNs in systems when referencing a location
- Report label tampering/damage

5 Monitoring and assurance

Monitoring and assurance

- Monitoring is required to ensure that the physical Global Location Numbers are allocated, verified and managed according to the Global Location Number Policy. Monitoring of the quality of the label is also required to ensure that the labels are fit for use (ie. due to damage, wear/tear).
- The QSM will lead the monitoring activity
- Monitoring will be an on-going process as building maintenance, projects and new builds are finalised, with full audits occurring on an **annual/bi annual** basis
- Shortfalls will be rectified immediately by the QSM
- Results and outcomes of the monitoring will be held and managed in the Trust's Property Register (Micad)

6 Procedure to follow

This procedure is to be adhered to when a physical location (a site, structure or group of structures; or an area within a site where something was, is or will be located) needs a new Global Location Number barcode label physically attached due to new construction, refurbishment or the integrity of the original barcode is defective. This is detailed in sections 7, 8 and 9 below.

7 Allocation and management of physical GLNs

Identifying a physical location

A physical location must be allocated its own GLN when its access address is different from other physical locations and there is a business need to identify the physical location across organisations.

A physical location within another physical location may get its own GLN.

Information associated with a physical location GLN will include the related legal entity and may include the contact details (visiting address, email address, phone number, etc.), location purpose (e.g. warehouse, office), operating hours, etc.

- If the physical location co-exists with other physical locations and engages in transactions with other organisations, it must be possible to identify it separately.

Identifying a physical sub-location (extensions)

A physical sub-location is a specific space within a physical location. Examples include floors, rooms, shelf locations and areas around a building such as yards.

The GLN + GLN Extension Component may be used to identify areas within a physical location identified with the same GLN.

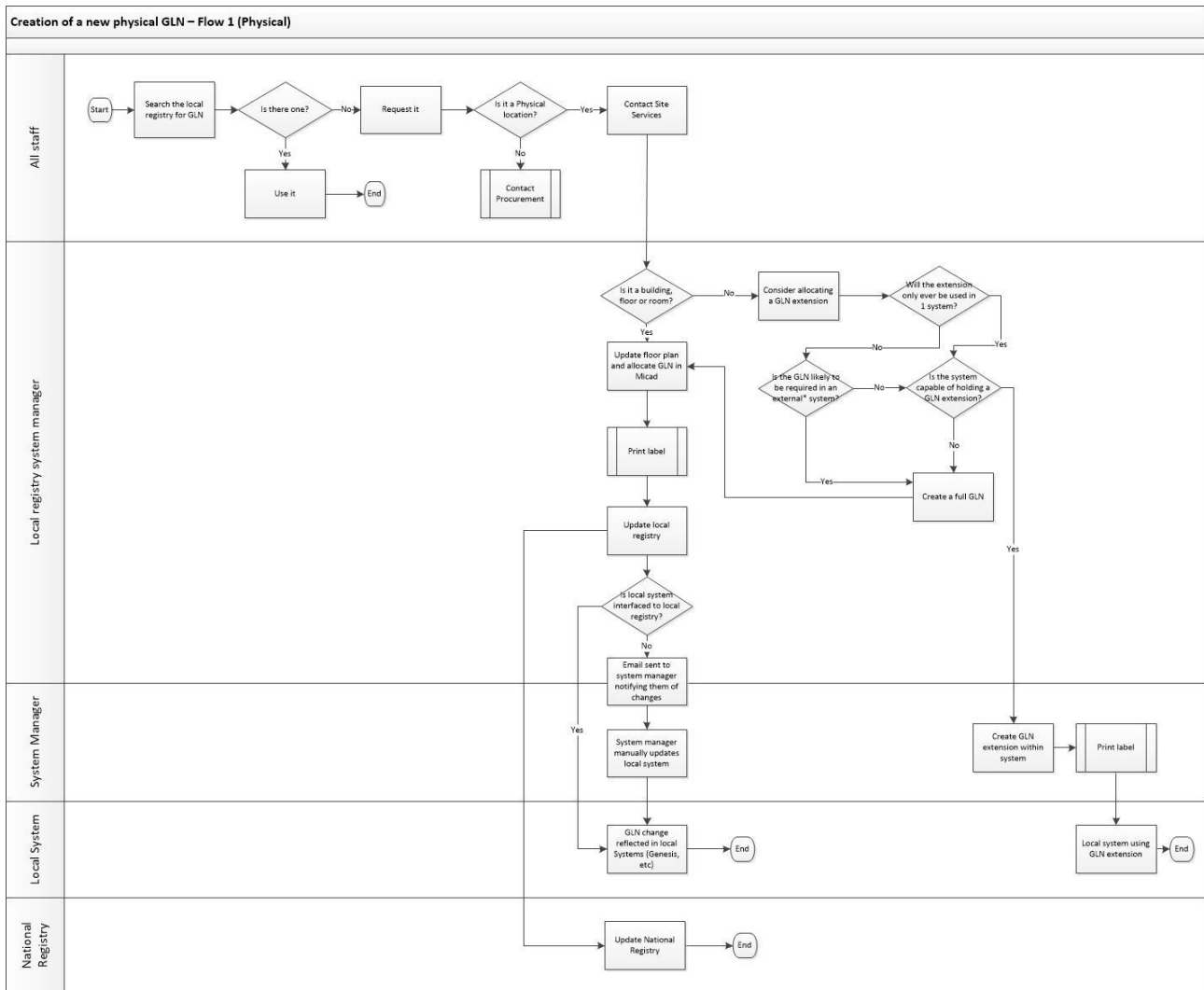
In tracking & tracing and inventory management applications, the visibility of movements across internal locations may be required. The GLN + GLN Extension Component enables identification of such locations without assigning separate GLNs.

- The main master data (e.g. the access address) is identical for all sub-locations identified with a GLN extension component, since it is defined at GLN level. If a sub-location has different master data a core GLN should be assigned.
- When a sub-location is used in instructions to trading partners a core GLN should be assigned to that location.

Process for allocating physical GLNs to Trust locations (Flow 1)

The allocation of physical GLNs to Trust locations involves the completion of the following tasks:

1. Staff member to check local registry
2. If physical GLN required, contact Site Services
3. QSM to either identify Trust area to allocate physical GLN on CAD drawing **or** consider allocating a GLN extension
4. QSM to allocate GLN from within MICAD (automated) **or** from local registry
5. QSM to visit site and print/affix barcoded label
6. QSM to scan label to verify
7. If GLN created in Micad, QSM to update local registry within 48 hours.
8. Notifications sent to system managers.
9. System managers to update systems, create associations in registry where necessary (role limited), etc. within 48 hours.
10. Local registry system manager to upload CSV file to national registry within 48 hours.



*External system = system of which the Trust is unable to alter the database schema

Process for creating new physical GLNs (Flow 1)

Physical location split

When a physical location is split into multiple locations, the GLN must be archived and a new GLN allocated to the multiple locations.

Change of the location access address

When the access address of a physical location changes, a new GLN must be assigned unless the change is deemed to be insignificant.

An access address change can be caused by a move to a different site, or by changing the entrance of the location in such a way that it causes an address change. A move to a different site will have a major impact on trading partners, changing the entrance of the location will often have less impact.

- It is important to timely inform trading partners on address changes, also when the GLN stays the same.

Municipal address change without physical change

When the address (e.g. street name and/or house number) of a physical location is changed by the authorities, but the actual physical coordinates of the location remains unchanged, the GLN may remain the same.

- Since trading partners will expect the physical location to still be where it was before, the municipal address change will not affect them.

Change of use of the physical location

The GLN of a physical location does not need to change when the functions carried out at the physical location change.

- When an existing physical location begins to be used in a different way, its trading partners will usually be informed in other ways. They will for example be confronted with a different Ship To location for a particular product, and in that way be alerted to adjust their systems.

GLN of the deactivated location

A physical location may be deactivated during the lifetime of a company. In that case the GLN identifying the physical location shall be archived.

- Reuse of the GLN of a discontinued physical location for a new physical location may cause confusion with trading partners.

GLNs of physical locations being merged

When two or more physical locations are merged, all of the GLNs are archived and the new GLN's are allocated.

Summary

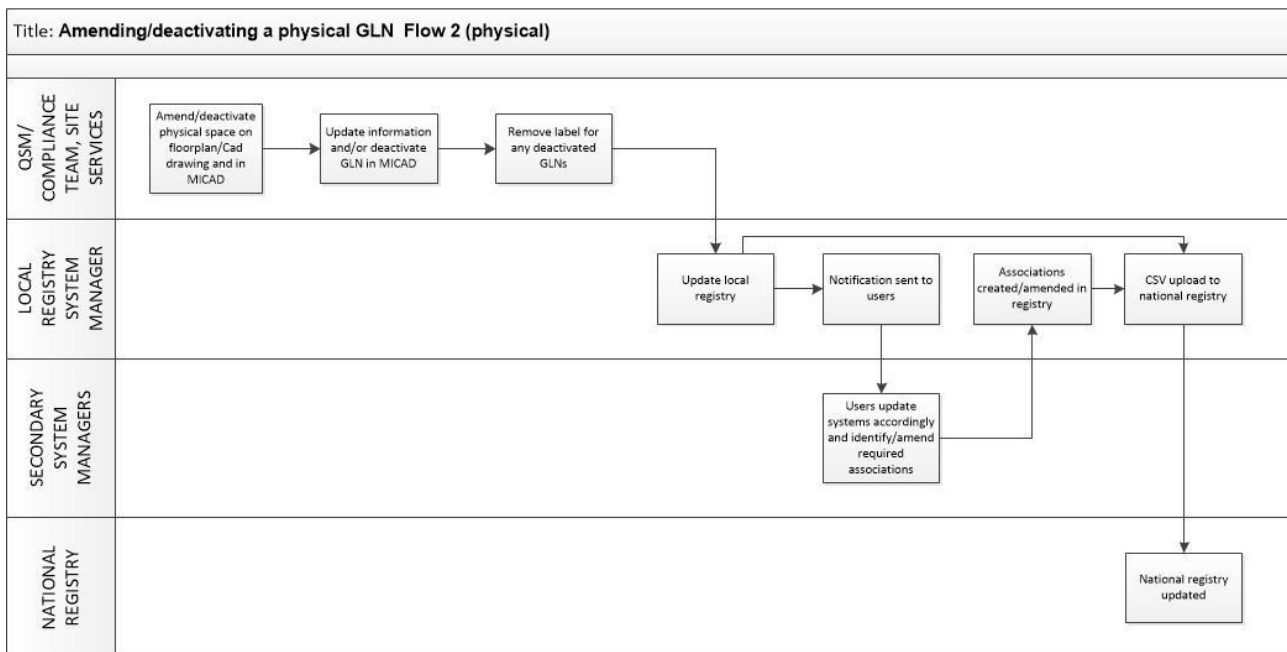
- In the case of a new construction, a label with the next available number in the GLN registry, held in Site Services, is to be applied
- In the case of a refurbishment e.g. one physical space split into two, the assigned GLN is archived and two labels with new GLN's are applied
- For two rooms being refurbished into one, the two assigned GLN's are archived and one label with a new GLN is applied

- In the case of a barcode label becoming illegible, a new label with the same barcode is applied

Process for deactivating/amending physical GLNs to Trust locations (Flow 2)

The deactivation/amendment of physical GLNs to Trust locations involves the completion of the following tasks:

1. QSM to identify Trust area to amend/deactivate physical GLN on CAD drawing
2. QSM to amend information or deactivate GLN in MICAD
3. QSM to visit site to remove barcoded label for deactivated locations
4. QSM to update local registry within 48 hours.
5. Notifications sent to system managers
6. System managers to update systems, create/amend associations in registry where necessary (role limited), etc. within 48 hours.
7. Local registry system manager to upload CSV file to national registry within 48 hours.



Amend/deactivate = Physical split, change of address, municipal address change without physical change, change of use of the physical location, deactivation, merging of physical locations.

GLN's ARE NOT TO BE REUSED

8 Labelling

Physical location of barcode label

The GLN barcode label must be located in the centre of the backing label and be placed:

- within/inside a physical space
- at a level which will allow ease of scanning (between 1.2 m – 1.4 m)

- as near to an entry/exit door as practicable, keeping to the outside left of the doorframe
- on a wall

Do **NOT** attach the label:

- to a door/doorframe
- machinery
- light switch
- where it is out of reach
- where it is out of sight
- on other labels or warning signs or NHS signage etc.

Labels

The backing labels are to be polyester with semi-permanent adhesive (99.1 x 139 mm) as to not cause damage to walls.

The colour of the banner on the backing label will be the corporate colour of blue (cyan) for physical room spaces. The banner colour can be changed to differentiate between types of GLN (eg. room/space, ward, department etc) and should have the words 'SCAN HERE FOR' Fig1

The GLN labels are to be polyester with permanent adhesive (76.2 x 50.8 mm) and printed on a thermal transfer printer. The GLN label is only to contain the GS1-128 barcode label with the human readable number beneath.

The labels are to be as generic as possible to minimise the need for reprinting, eg. No local logo, tel no, etc. The Scan4Safety and NHS logos are permitted, and should be situated as per Fig 1.



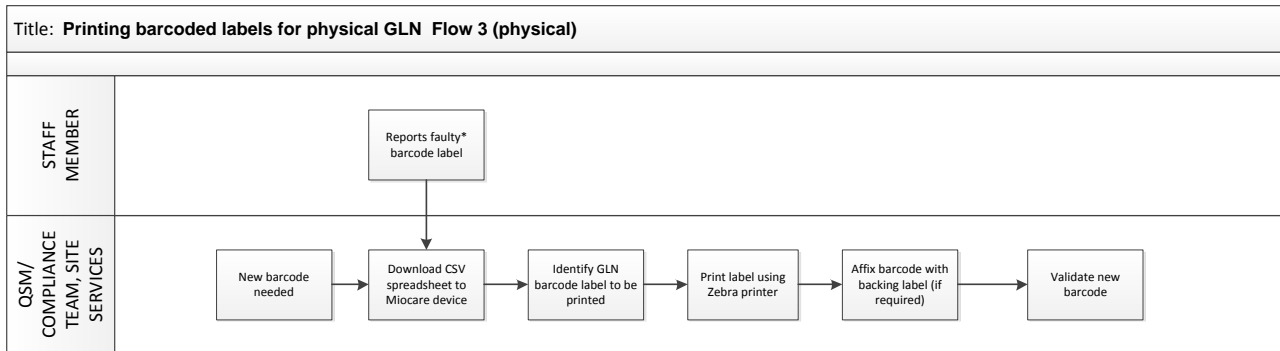
Fig 1

Process for printing barcoded labels for physical GLNs (Flow 3)

The printing of barcode labels for physical GLNs of Trust locations involves the completion of the following tasks:

1. QSM to identify Trust area to create/deactivate physical GLN on CAD drawing or identify GLN which needs to be reprinted
2. QSM to download CSV file to Miocare device

3. QSM to visit site to remove barcoded label for deactivated locations or apply barcoded label for new locations or those requiring relabeling
4. QSM to verify label



*Faulty = damaged, missing, unreadable

9 Communication

As with all building repairs, damaged bar code labels are to be reported to the Estates Help Desk.

As additional systems begin to use GLNs, an automated method of communicating any updates/changes will need to be developed via the local registry. However, in the meantime, view only access to the local registry can be granted where required. Contact Estates Helpdesk to request access. The QSM will communicate any new GLNs, or changes to existing GLNs, via email.

10 Document Ratification Process

The design and process of review and revision of this procedural document will comply with The Development and Management of Formal Documents.

The review period for this document is set as default of five years from the date it was last ratified, or earlier if developments within or external to the Trust indicate the need for a significant revision to the procedures described.

This document will be approved by the GLN Project Board / Associate Director of Planning and ratified by the Deputy Chief Executive.

Non-significant amendments to this document may be made, under delegated authority from the Deputy Chief Executive, by the nominated author. These must be ratified by the Deputy Chief Executive and should be reported, retrospectively, to the GLN Project Board / Associate Director of Planning.

Significant reviews and revisions to this document will include a consultation with named groups, or grades across the Trust. For non-significant amendments, informal consultation will be restricted to named groups, or grades who are directly affected by the proposed changes.

11 Dissemination and implementation

Following approval and ratification, this procedural document will be published in the Trust's formal documents library and all staff will be notified through the Trust's normal notification process, currently the 'Vital Signs' electronic newsletter.

Document control arrangements will be in accordance with The Development and Management of Formal Documents.

The document author(s) will be responsible for agreeing the training requirements associated with the newly ratified document with the Deputy Chief Executive and for working with the Trust's training function, if required, to arrange for the required training to be delivered.

12 Reference Material

Key frameworks/strategies:

[Department of Health's eProcurement strategy](#)

[Personalised Health and Care 2020 Framework](#)

[Interim Carter Review and the Final Review](#)

A full list of GS1 standards can be obtained here: <http://www.gs1.org/standards>

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GSI Executive Summary:

http://www.gs1.org/docs/idkeys/GS1_GLN_Executive_Summary.pdf

NHS eProcurement strategy

<https://www.gov.uk/government/publications/nhs-e-procurement-strategy>

GS1 & PEPPOL - Getting ready document

https://nhscpe.kahootz.com/connect.ti/GS1_adoption/view?objectId=13700325&exp=e1

GLN Allocation Rules

<http://www.gs1.org/1/glnrules/index.php/p=overview>