



STEM CELL LABORATORY (STCL)



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Checklist for Shipping Cryopreserved Cellular Products from STCL

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Stem Cell Laboratory, Duke University Medical Center
CHECKLIST for Shipping Cryopreserved
Cellular Products from STCL

Affix Barcode #

(if applicable)

Date: _____

ITEM	CHECK	STCL STAFF ID
Confirm that a Circular of Information has been included in the shipment to be used as a reference by the Transplant Facility (TF).	[]	_____
Confirm that a validated "dry shipper" is available and charged	[]	_____
Make arrangements with Federal Express and the receiving transplant center for pick-up and delivery and include a Fed Ex air bill for return of the dry shipper to Duke University Medical Center, Stem Cell Laboratory.	[]	_____
Complete the Packing Information Sheet which includes the Federal Express air bill #, combination lock#, etc. and fax to TF.	[]	_____
FAX copy of Packing Information Sheet to receiver at Transplant Center before shipment. Obtain fax confirmation sheet for records.	[]	_____
Complete all documents (<i>reflected below</i>) <u>and</u> provide copies of the source documentation to include: cell count tapes, viability, sterility, CD34 testing, CFU (if applicable), copy of freezing graph, lot # worksheet, processing worksheet, summary of donor eligibility, etc. Send the information in an envelope taped to the inside lid of the dry shipper to accompany the product to the transplant center.	[]	_____
Identification of the cellular products must be verified by two (2) STCL staff members.	[]	_____
Activate Ship's Log (Serial #: _____) NOTE: A copy of the temperature tracing from the shipment should be provided to the transplant facility upon return of the dry shipper to Duke University Medical Center.	[]	_____
Return patient file folder and all above forms to the Lab Manager or designee	[]	_____

- STCL-FORM-057 Packing Information
- STCL-FORM-058 Receipt of Cellular Products
- STCL-FORM-059 Cellular Production Summary
- Copy of signed STCL-FORM-060 Inter-institutional Physician's Agreement Request to Transfer Patient Product
- Circular of Information

STCL-FORM-061 Checklist for Shipping Cryopreserved Cellular Products from STCL
 Stem Cell Laboratory, DUMC
 Durham, NC

Signature Manifest**Document Number:** STCL-FORM-061**Revision:** 01**Title:** Checklist for Shipping Cryopreserved Cellular Products from STCL

All dates and times are in Eastern Time.

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