



STEM CELL LABORATORY (STCL)



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Managing Data Loggers for CBU Shipments

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Managing Data Loggers for CBU Shipments

1 PROCEDURE

1.1 Reading the Data Logger

- 1.1.1 Using a designated computer, access the “2ctemp” program by double clicking on the icon located on the desktop.
- 1.1.2 Insert the end of the 2ctemp cable into the silver port on the data logger.
- 1.1.3 Click on the “Logger” drop down menu and choose “Read Logger”.
- 1.1.4 If the box that appears shows the memory as “Erased”, the data logger was not started and there is no tracing to print. In these cases obtain a print screen of the “Erased” by performing the following:
 - 1.1.4.1 Press “Print Screen” listed on your computer’s keyboard
 - 1.1.4.2 Select Cancel
 - 1.1.4.3 Open a word document
 - 1.1.4.4 Click “Paste” or do a Ctrl V to paste the print screen within the document. At the top of the print screen, record that this is from a DD UCB with mother’s name, date/time of collection (if provided), and date/time of receipt in the STCL.
 - 1.1.4.5 Print document
 - 1.1.4.6 This will provide documentation for the file to indicate that the data logger was not activated for shipment.
 - 1.1.4.7 Go immediately to instructions for initializing the data logger.
- 1.1.5 If the box that appears displays “Data Present” in the memory, there will be a temperature tracing to print.
- 1.1.6 If the status of the logger is active, click on “stop Recording” first, then “Read Logger”.
- 1.1.7 When you click on “Read Logger”, a window will open entitled “Final Comments:”
- 1.1.8 Enter the descriptor for the sample, (DD UCB Jane Doe 01/01/2011) which is the product, the mother’s name and the date of collection.
- 1.1.9 After this information is entered, press “OK”. The program bumps you to the file where the graph will be stored. The files are named (DD UCB Jane Doe 01012011) which is the product, the mother’s name and the date of collection.
- 1.1.10 Click “Save” and the graph will appear.

- 1.1.11 Click on “File” “Print” “Graph” and the print screen will appear. Click “OK” to print the graph.
- 1.2 Initializing the Logger
 - 1.2.1 Click on the “Logger” drop down menu and choose “Logger Initialization”.
 - 1.2.2 The input screen will appear. If there is data on the logger, this data must be erased before the logger can be initialized. The screen prompts “Erase Logger Recording Before Making Changes”. Click “Erase Recording”. The computer will query “Erase ALL Measurements on the Logger?” Click “Yes”.
 - 1.2.3 After the data is erased, enter the required information as follows:
 - 1.2.3.1 For “Description of Recording” enter Duke University Medical Center, STCL, DD UCB Data Logger.
 - 1.2.3.2 For “Logger Clock”, click on the bar stating “Set Logger Clock to Computer Time”.
 - 1.2.3.3 Check the battery status. If the life of the battery is less than 1 month, the logger will need to be replaced with a new one.
 - 1.2.4 Proceed by clicking “Next”.
 - 1.2.5 The measurement tab appears. Enter the following information:
 - 1.2.5.1 Set the Start Delay to 0 Hours, 0 Min, 0 Sec
 - 1.2.5.2 Under “Measurement Times”, adjust the “Interval Between Measurements” to 0 Hours, 30 Min, 0 Sec. This will set the “Duration of Recording”.
 - 1.2.6 Proceed by clicking “Next”.
 - 1.2.7 The alarms tab appears. Enter the following information under “Alarm Conditions”, Alarm When”.
 - 1.2.7.1 Verify that there is a check in the box beside “Temperature GREATER Than”.
 - 1.2.7.2 Set the temperature to 30.0 C for 0 Hr, 0 Min, 0 Sec.
 - 1.2.7.3 Set “Continuous Interval”.
 - 1.2.7.4 Verify that there is a check in the box beside “Temperature LESS Than”.
 - 1.2.7.5 Set the temperature to 4.0 C for 0 Hr, 0 Min, 0 Sec.
 - 1.2.8 Proceed by clicking “NEXT”.
 - 1.2.9 The properties tab appears. Click “Enable Stop” and click “OK”.
 - 1.2.10 The screen prompts you to disconnect the logger.
 - 1.2.11 Press “OK” and disconnect the logger.

- 1.3 Printing Federal Express Tracking History of Return Shipment
 - 1.3.1 Sign onto the Federal Express website using the following URL address: <http://www.fedex.com/us/>
 - 1.3.2 Select the “**Track**” tab at the top of the screen.
 - 1.3.3 Select “**Track by Tracking Number**”.
 - 1.3.4 Enter the Federal Express Tracking # in the box provided and click on the “Track” button.
 - 1.3.5 The shipping history for that package should be displayed on the screen.
 - 1.3.6 Print the report and file in the Directed Donor UCB lab file.

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