



STEM CELL LABORATORY (STCL)



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Storage of Supplies in Designated Areas of the STCL JA2

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Storage of Supplies in Designated Areas of the STCL

1 PURPOSE

- 1.1 To describe the process by which laboratory supplies are stored throughout the laboratory once they have been released by the quality team for use to ensure they can be used before they expire.
- 1.2 Supplies may be stored at ambient temperature, in the refrigerator, or in the freezer. Temperatures for all three conditions are monitored continuously using Rees Scientific monitoring system.

2 INTRODUCTION

- 2.1 Blue supply carts are used in the STCL; two carts are located at the main entrance of the laboratory and one cart is located at the other end of the laboratory.
- 2.2 Supplies, stored on the carts, are organized in such a way to ensure they are rotated to ensure the supplies can be used before the assigned expiration date in an effort to minimize waste. (**FIFO – First In First Out**)
- 2.3 Labeled drawers, flipper cabinets, and biological safety cabinet (BSC) carts are also used to store supply items so they can be readily available in the respective work areas.
- 2.4 STCL Storage Room is used for orders placed in bulk; supplies are dated upon arrival in the STCL and color-coded to ensure FIFO practice is followed to ensure supplies are used before they expire.
- 2.5 Lot # worksheets are used to capture the description of the item being used, the supplier, Lot #, Expiration date, quantity used, etc.

3 SCOPE AND RESPONSIBILITIES

- 3.1 The medical director, laboratory manager, and laboratory staff are responsible for making sure that the requirements of this procedure are successfully met.

4 DEFINITIONS/ACRONYMS

- 4.1 N/A

5 MATERIALS

- 5.1 N/A

6 EQUIPMENT

- 6.1 N/A

7 SAFETY

- 7.1 N/A

8 PROCEDURE

- 8.1 Once supply items have been released for distribution and use throughout the STCL, there are several storage options available:

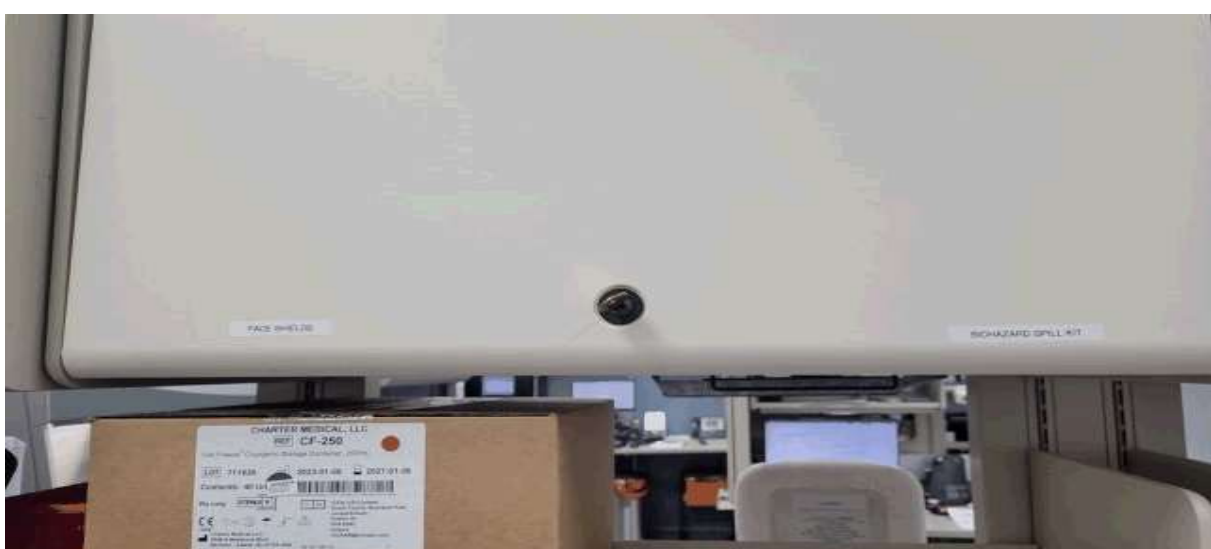
- 8.1.1 **Blue Supply Carts** - Supplies that are not needed immediately, are placed on the blue supply carts and organized in such a way to ensure

- that the supplies expiring first can be used first (**FIFO**). Supplies on the cart are rotated, as needed, when new supplies come into the laboratory.
- 8.1.2 **Labeled Drawers, Flipper Cabinets, etc** - Supplies that are used more frequently, are stored in labeled drawers, flipper cabinets, etc, so they can be readily available for use in the respective areas in the STCL. (**NOTE**: All staff are responsible for checking lot #s, expiration dates, and recording that information on the appropriate forms, as applicable).
- 8.1.3 **Biological Safety Cabinet (BSC) Carts** - Most of the biological safety cabinets (BSC) have a supply cart located beside it that is used to store syringes, sterile caps, sampling site couplers, alcohol prep pads, etc. so those supplies are readily available to the staff who is working in the BSCs. Various lot number worksheets are used in the STCL to capture the supply item, supplier, lot number, expiration date, quantity used, and equipment used when processing cellular products. (See Section 9 for the processing lot number worksheets that are used in the STCL)
- 8.1.4 **Refrigerator / Freezer** - Reagents, solutions, etc that need to be refrigerated or frozen, are stored in continuously monitored refrigerators and freezers throughout the laboratory. The expiration dates of those supply items are also monitored closely to ensure supply items are used within the assigned expiration date.
- 8.1.5 **STCL Storage (Room 0109)** – Large orders may be stored in overflow space on the lower level of the North Pavilion. All supplies located in this area are stamped with receipt date and colored dot assigned at the time of receipt. This room is monitored for temperature and relative humidity.





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9 RELATED DOCUMENTS/FORMS

- 9.1 STCL-FORM-044 Processing Lot Numbers – 37 Degree Celsius Thaws
- 9.2 STCL-FORM-045 Processing Lot Numbers - Bone Marrow Processing
- 9.3 STCL-FORM-046 Processing Lot Numbers - Bone Marrow or PSC DA Thaw
- 9.4 STCL-FORM-047 Processing Lot Numbers – UCB DA Thaw
- 9.5 STCL-FORM-048 Processing Lot Numbers – Granulocyte Processing
- 9.6 STCL-FORM-049 Processing Lot Numbers – Incoming Cellular Product Processing
- 9.7 STCL-FORM-050 Processing Lot Numbers – CBU Processing
- 9.8 STCL-FORM-051 Processing Lot Numbers – UCB Supernatant Cryopreservation
- 9.9 STCL-GEN-002 STCL Supply Management Procedure

10 REFERENCES

- 10.1 N/A

11 REVISION HISTORY

Revision No.	Author	Description of Change(s)
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Signature Manifest**Document Number:** STCL-GEN-002 JA2**Revision:** 01**Title:** Storage of Supplies in Designated Areas of the STCL JA2**Effective Date:** 25 Jan 2024

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STCL-GEN-002 JA2 Storage of Supplies in Designated Areas of the STCL**Author**

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