STEM CELL
LABORATORY (STCL)

DOCUMENT NUMBER: STCL-PROC-022 FRM7	
DOCUMENT TITLE: Hematopoietic Progenitor Cell Assay (HPCA) Worksheet for NMDP Biobank Samples FRM7	
DOCUMENT NOTES:	

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Control Information

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Previous Number: None	**Change Number:** STCL-CCR-544

STCL-PROC-022 (FRM 7)
Stem Cell Laboratory (STCL)
Hematopoietic Progenitor Cell Assay (HPCA) Worksheet for NMDP Biobank Samples

Barcode

CP = Cellular Product   N/A = Not Applicable

Collection Date/Time of CP: _____   Receipt Date/Time of CP: _____

Processing Date/Time of CP: _____   CCBB Tech Initials: _____

NMDP Donor ID (GRID#): _____   NMDP Recipient ID# (*if applicable*): _____

Cellular Product Type: (*Check ONE*) □ **HPC, Apheresis** □ **HPC, Marrow** □ **Other** (Specify): _____

CALCULATIONS

Sample Source: HPC, Apheresis – Post-Process HPC, Marrow OR Bag /Post-Process	Cell Count (x 10^5 cells/mL)	CCBB Tech Initials	Raw Count (x 10^6 cells/mL)	Volume of Sample used to QC to 1.0 mL	STCL Tech Initials

RESULTS

Sample Source: HPC, Apheresis –Post-Process HPC, Marrow OR Bag /Post-Process	GM (*# of colonies counted*)	GEMM (*# of colonies counted*)	BFUE (*# of colonies counted*)	Read by: (STCL Tech Initials)	Date Plate Read

Cell Count/mL _____ **x 10e^6 x Volume of CP** _____ **mL = TNCC =** _____ **x 10^9**

Fresh Sample = 2 x 10^5 cells/ml (Plating concentration: 1 x 10^4 cells/well)

CALCULATIONS PERFORMED BY CCBB LABORATORY

# Average Colonies	X	TNCC x 10^9	÷	Plating Density x 10^4	=	x 10^5	CCBB Tech #1 Initials and Date	CCBB Tech #2 Initials and Date
GM:	X		÷		=			
GEMM:	X		÷		=			
BFUE:	X		÷		=			
Total Colonies:	**Add GM, GEMM, BFUE Calculated Values**							

_____   _____
Medical Director Signature   **Date**

INSTRUCTIONS

Field	Requirements
Collection Date / Time of CP (Cellular Product)	Enter collection date and time of cellular product (CCBB)
Receipt Date / Time of CP (Cellular Product)	Enter receipt date and time of cellular product (CCBB)
Processing Date / Time of CP (Cellular Product)	Enter processing date and time of cellular product (CCBB)
CCBB Tech Initials	Enter CCBB Tech initials of person who is processing product
NMDP Donor ID (GRID#)	Enter NMDP Donor (GRID#) of cellular product (CCBB)
NMDP Recipient ID (if applicable)	Enter NMDP Recipient ID# (*if information is available*) (CCBB)
CP (Cellular Product) Type	Check the appropriate CP being processed (CCBB)
CALCULATIONS Sample Source Cell count (x 10e5 cells/mL) CCBB Tech Initials Raw Count (x 10e6 cells/mL) Volume of Sample used to QC to 1.0 mL / STCL Tech initials	Record Sample Source (HPC, Apheresis, HPC, Marrow) Cell count/mL (x 10e5) and CCBB Tech initials Raw count/mL (x 10e6) Calculations if dilution needed and STCL Tech initials
RESULTS	STCL Tech will record the # of colonies counted for each colony type in the table; averages will be provided for each type
Sample Source	Record the CP being plated (*ie HPC-Apheresis Post Processing; HPC-Marrow OR Bag / Post Processing, etc*)
GM, GEMM, BFUE (# of colonies counted) after 14-16 days	Record the # of colonies and each type counted after 14-16 days
Read by (STCL Tech Initials)	Record STCL Tech initials of person who read the CFU plate
Date Plate Read	Record the date the CFU plate was read by STCL staff
Information below will be completed and calculated by CCBB Staff	
Cell Count/mL x Volume of CP = TNCC (x 10e9)	Enter cell count/mL, Volume of CP, and TNCC calculations (CCBB Tech) on the form
Fresh Sample 2 x 10e5 cells/mL	Fresh products require 2 x 10e5 cells/ml (*in order to plate concentration of 1x10e4cells/well*
CALCULATIONS PERFORMED BY CCBB LAB	The calculations in this table will be completed by the CCBB Lab staff after the results have been provided by the STCL
Average Colonies	Record the average # of colonies provided by the STCL in the table above (*CCBB Technician*)
TNCC (x 10e9)	Record the TNCC (x10e9) (*CCBB Technician*) so calculations in the table can be completed
Plating Density (x 10e4)	Divide results by plating density (x10e4) in order to complete table
x 10e5	Record results from calculations in the table (x10e5)
CCBB Tech # 1 Initials/Date and CCBB Tech # 2 Initials/Date	Record both the CCBB Technician's initials and date performing 1st and 2nd calculation verifications for each colony type in the table
Total Colonies GM, GEMM, BFUE x 10e5)	Add the # of colonies together to get a TOTAL # from the table
CCBB Tech #1 Initials/Date and CCBB Tech #2 Initials/Date	Record CCBB Tech Initials and Date of 1st and 2nd calculations performed
Medical Director Signature and Date	MD will sign and date the bottom of the form

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Stem Cell Laboratory, DUMC
Durham, NC

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Signature Manifest

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STCL-PROC-022 FRM7 HPCA Worksheet for NMDP Biobank Samples FRM7

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Document Release

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