STEM CELL LABORATORY (STCL)

DOCUMENT NUMBER: STCL-PROC-019 JA1

DOCUMENT TITLE:

CD56 Selection Cheat Sheet JA1

DOCUMENT NOTES:

Document Information

Revision: 01	**Vault:** STCL-Processing-rel
Status: Release	**Document Type:** Processing

Date Information

Creation Date: 19 Jul 2018	**Release Date:** 28 Aug 2018
Effective Date: 28 Aug 2018	**Expiration Date:**

Control Information

Author: WATE02	**Owner:** WATE02
Previous Number: None	**Change Number:** STCL-CCR-428

CD56+ SELECTION MATERIALS

LABELS:

- Assign the product an ISBT barcode **BEFORE** the selection
- Have someone order the following in Epic the day **BEFORE** the selection:
  - 1 Selection/Depletion Procedure
  - 4 Phenotypes (if no Pre-overnight testing, then only 3)
  - 3 HPC Basics
    - Get 3 duplicate labels for cultures, nuncs, etc.
- Have someone order the following in Epic the day **OF** the selection, post processing:
  - 1 **STAT** Gram Stain
    - Call courier to pick up from the STCL and hand-deliver to the Micro lab

PAPERWORK:

- You should be provided with the following paperwork already labeled from the manager:
  - STCL-FORM-056 *Cellular Therapy Infusion Request Form*
  - STCL-PROC-019 FRM2 *CD56+ Certificate of Analysis*

- **If incoming NMDP**, label the following paperwork **BEFORE** product arrival:
  - STCL-GEN-009 FRM1 *Cellular Product Chain of Custody Form*
  - STCL-DIST-001 JA1 *Incoming NMDP Products- STCL Checklist*
  - M0226 Form

- Label the following paperwork **BEFORE** the selection:
  - STCL-FORM-040 *Peripheral Blood Progenitor Cell Worksheet Adult*
    - Divide each column in half using a ruler (Pre-overnight, A, B, C, to infuse)*
  - STCL-PROC-019 FRM1 *CD56+ Selection Worksheet*
  - **4** FLOW-GEN-012 FRM5 *Stem Cell Laboratory Flow Cytometry Worksheet*
    - Note Pre-overnight, Sample A, Sample B, or Sample C in the Sample ID section*
    - Note CD56+ selection in the comments section
  - **3** STCL-PROC-022 FRM1 *Stem Cell Laboratory Clinical HPCA Worksheet*
    - Note Sample A, Sample B, or Sample C*
    - Note CD56+ selection

CONFIDENTIAL - Printed by: ACM93 on 28 Aug 2018 08:25:46 am

- STCL-FORM-049 *Processing Lot Numbers- Incoming Cellular Product Processing*
- Stem Cell Laboratory Billing Log
- STCL-DIST-003 *Cellular Product Distribution Form*
- STCL-SOP-050 *Infusion Form*

SETUP:

- Prepare the following setup **BEFORE** the selection:
  - **9** Sample Tubes
    - **4** for cell count/flow
      - Pre-overnight, Sample A, Sample B, and Sample C*
    - **4** for viability
      - Pre-overnight, Sample A, Sample B, and Sample C*
    - **1** for final cell count/viability
      - To infuse*
  - **3** Sterile Tubes
    - **3** for HPCA
      - Sample A, Sample B, and Sample C*
  - **3** ABO Tubes
  - **2** Nunc Vials
  - **2** Aerobic Culture Bottles
    - Pre and post processing
  - **2** Anaerobic Culture Bottles
    - Pre and post processing
  - **2** Small Bags (for **STAT** Gram Stain and Endotoxin testing) containing the following:
    - Recipient/Donor Labels
    - ISBT Barcode
    - Biohazard Sticker
    - **1** Nunc Vial

* I use five different colored highlighters to keep all of the samples and accompanying paperwork organized. I highlight the column titles on the worksheet and the "Notes" mentioned on the flow and HPCA paperwork as such: pre-overnight= blue, Sample A= yellow, Sample B= pink, Sample C= green, to infuse= orange.

CONFIDENTIAL - Printed by: ACM93 on 28 Aug 2018 08:25:46 am

Signature Manifest

Document Number: STCL-PROC-019 JA1 **Revision:** 01
Title: CD56 Selection Cheat Sheet JA1

All dates and times are in Eastern Time.

STCL-PROC-019 JA1 CD56 Selection Cheat Sheet

Author

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		02 Aug 2018, 05:06:58 PM	Approved

Manager

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		02 Aug 2018, 05:07:13 PM	Approved

Medical Director

Name/Signature	Title	Date	Meaning/Reason
Joanne Kurtzberg (KURTZ001)		02 Aug 2018, 05:31:26 PM	Approved

Quality

Name/Signature	Title	Date	Meaning/Reason
Richard Bryant (RB232)		03 Aug 2018, 07:27:57 AM	Approved

Document Release

Name/Signature	Title	Date	Meaning/Reason
Sandy Mulligan (MULLI026)		14 Aug 2018, 10:58:17 AM	Approved