



STEM CELL LABORATORY (STCL)



DOCUMENT NUMBER: STCL-DIST-001 FRM1

DOCUMENT TITLE:

HPC Return from Issue Form

DOCUMENT NOTES:

9D.200. Doc formerly STCL-DIST-002 FRM1 Rev 02.

Document Information

Revision: 03

Vault: STCL-Distribution-rel

Status: Release

Document Type: STCL-Distribution

Date Information

Creation Date: 21 Feb 2013

Release Date: 22 Feb 2013

Effective Date: 22 Feb 2013

Expiration Date:

Control Information

Author: WATE02

Owner: WATE02

Previous Number: STCL-DIST-002 FRM1 Rev 0: **Change Number:** STCL-CCR-119

STCL-DIST-001 FRM 1
HPC RETURN FROM ISSUE FORM

Recipient Name: _____

Recipient Medical Record Number: _____

Unique ISBT 128 Barcode Number: _____

Product Description: _____

Date and Time Issued from the lab: _____

Date and Time Returned to the lab: _____

Reason for Return to the lab: _____

Required Storage Temperature: ☐ Room Temperature ☐ Refrigerated ☐ Frozen

☐ Other (specify) _____

Was Required Temperature Maintained After Issue? Yes _____ No _____

Was Product Entered? Yes _____ No _____

Cell Infusionist Present: N/A _____ Yes _____ No _____

Lab/Medical Director (or designee) Notified: Date: _____ Time: _____

Name of Lab/Medical Director (or designee) Notified: _____

Product Inspected and Available for Re-Issue? Yes _____ No _____

Technologist Signature and Date: _____

Laboratory/Medical Director Signature and Date: _____

Comments: _____

N/A = Not Applicable

Field	Requirement
Recipient Name	Enter the name of the recipient whose cellular product was returned to the laboratory.
Recipient's Medical Record #	Enter the recipient's medical record #.
Unique ISBT 128 Barcode #	Affix the unique ISBT 128 barcode for this product onto the form.
Product Description	Enter the description of the product being returned to the lab (ie. UCB, PBPCs, etc).
Date and Time Issued from the lab	Enter the date and time the product was originally issued from the laboratory.
Date and Time Returned to the lab	Enter the date and time the product was returned to the laboratory.
Reason for return to the lab	Enter the reason why the product was returned to the laboratory.
Required Storage Temperature	Check the appropriate temperature in which the product should be stored (ie. room temperature, refrigerated, etc)..
Was required Temperature maintained after Issue?	Yes or No?
Was Product Entered?	Yes or No? Check to see if the product was entered (ie. spiked with tubing set, etc), which could have an effect on the expiration date/time?
Cell Infusionist Present? (<i>if applicable</i>)	Yes, No, or N/A? Name of infusionist present at the time (<i>if applicable</i>). Since the product may not have been entered, there may not have been a cell infusionist present.
Lab/Medical Director (or designee) Notified: Date/Time	Enter the date and time the Lab/Medical Director (or designee) was notified of the product's return to the laboratory?
Name of Lab/Medical Director (or designee) Notified	Record the name of the Lab/Medical Director (or designee) notified of the return of the product to the laboratory.
Product inspected and Available for Re-Issue?	Yes or No? Inspect the product, upon return to the laboratory, to ensure that it has not been compromised (ie. leaking, damaged, contaminated, etc).
Technologist Signature and Date	Signature and date of the technologist who received the returned product and who completed the "HPC Return From Issue Form".
Laboratory/Medical Director (or designee) Signature and Date	Lab/ Medical Director (or designee) Signature and Date
Comments	Enter comments as appropriate.

Signature Manifest**Document Number:** STCL-DIST-001 FRM1**Revision:** 03**Title:** HPC Return from Issue Form**STCL-DIST-001 FRM1 HPC Return from Issue Form****Author Approval**

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		21 Feb 2013, 09:31:02 AM	Approved

Manager Approval

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		21 Feb 2013, 09:31:28 AM	Approved

Medical Director Approval

Name/Signature	Title	Date	Meaning/Reason
Joanne Kurtzberg (KURTZ001)		21 Feb 2013, 02:55:05 PM	Approved

QA Approval

Name/Signature	Title	Date	Meaning/Reason
Linda Sledge (SLEDG006)		21 Feb 2013, 03:11:45 PM	Approved

Document Release

Name/Signature	Title	Date	Meaning/Reason
Sandy Mulligan (MULLI026)		21 Feb 2013, 03:31:06 PM	Approved

Notification

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		21 Feb 2013, 03:31:07 PM	Email Sent
Sharon Hartis (SH259)		21 Feb 2013, 03:31:07 PM	Email Sent
Linda Sledge (SLEDG006)		21 Feb 2013, 03:31:07 PM	Email Sent
System Administrator (SYSADMIN)		21 Feb 2013, 03:31:07 PM	Email Sent