



STEM CELL LABORATORY (STCL)



DOCUMENT NUMBER: STCL-SOP-030 FRM4

DOCUMENT TITLE:

ISBT Barcode Label Destruction Log FRM4

DOCUMENT NOTES:

Document Information

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Control Information

Author: WATER002

Owner: WATER002

Previous Number: STCL-SOP-030 FRM4 Rev 01 **Change Number:** STCL-CCR-535

STCL-SOP-030 FRM4 ISBT Barcode Label Destruction Log

Action Steps:

1. Unused labels are destroyed at the end of the year (*or no later than the end of January of the following year*).
2. Labels are sequential and must be checked to ensure all number are accounted for between the beginning and ending labels (*barcodes*) before they are destroyed.
3. Additionally, each label set should be checked to ensure all of the barcodes are accounted for (*60 small white barcodes and 21 large white barcodes*).
4. STCL manager or QSU representative will initial and date the form to confirm the information for all of the barcodes being destroyed.
5. STCL staff will retain the destruction log and with the *STCL-SOP-030 FRM3 ISBT Barcode Label Receipt Log* at the end of each year.

| Beginning Barcode of Packet | Ending Barcode of Packet | # of Small White Labels (60) | # of Large White Labels (21) | Inspected and Approved for Destruction by STCL Manager or QSU (initial and date) |
|--------------------------------|--------------------------------|------------------------------------|------------------------------------|---|
| | | Check if # matches | Check if # matches | |
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STCL Manager or QSU Signature/Date: _____

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Instructions for Use ISBT128 Barcode Label Destruction Log

1. Beginning Barcode of Packet – Record the beginning number of the packet.
2. Ending Barcode of Packet – Record the ending number of the packet.
3. # of Small White Labels – Confirm each label set has 60 small white labels. Check if there are 60 labels for each label set.
4. # of Large White Labels – Confirm each label set has 21 large white labels. Check if there are 21 labels for each label set.
5. Inspected and approved for destruction by STCL manager or QSU (*initial and date*) – Initial and date when the batch of barcodes is approved for destruction.
6. STCL Manager or QSU Signature/Date – STCL Manager or QSU representative reviews the form for completeness and compliance with GMP requirements. If all of the information is correct, sign and date. If the information is not correct, make corrections in order to comply with the standards.

Signature Manifest**Document Number:** STCL-SOP-030 FRM4**Revision:** 02**Title:** ISBT Barcode Label Destruction Log FRM4**Effective Date:** 17 Oct 2022

All dates and times are in Eastern Time.

STCL-SOP-030 FRM4 ISBT Barcode Label Destruction Log FRM4**Author**

| Name/Signature | Title | Date | Meaning/Reason |
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Management

| Name/Signature | Title | Date | Meaning/Reason |
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Medical Director

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Quality

| Name/Signature | Title | Date | Meaning/Reason |
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| Isabel Storch De Gracia (IMS19) | | 05 Oct 2022, 04:40:45 PM | Approved |

Document Release

| Name/Signature | Title | Date | Meaning/Reason |
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| Sandra Mulligan (MULLI026) | | 11 Oct 2022, 06:25:38 PM | Approved |