



STEM CELL LABORATORY (STCL)



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Label Release

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Control Information

Author: WATER002

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STCL-SOP-030 LABEL RELEASE

1 PURPOSE

- 1.1 To maintain ISBT unique barcode label control and tracking.

2 INTRODUCTION

- 2.1 ISBT barcode labels provide an easy and accurate method for tracking and identifying products that are collected on site, as well as products that come from an outside source. Each product arriving in the laboratory is assigned a unique barcode for each individual collection. This barcode will be used to identify each specific product from receipt to infusion.

3 SCOPE AND RESPONSIBILITIES

- 3.1 The Adult and Pediatric Medical Directors, Laboratory Manager, Quality Manager, and STCL staff are responsible for ensuring the requirements of this procedure are successfully met.

4 DEFINITIONS/ACRONYMS

- 4.1 ISBT International Society Blood Transfusion
- 4.2 STCL Stem Cell Laboratory
- 4.3 CHC Children's Health Center
- 4.4 ABMT Adult Bone Marrow Transplant

5 MATERIALS

- 5.1 ISBT barcode labels
- 5.2 ISBT Barcode Label Release Log

6 EQUIPMENT

- 6.1 N/A

7 SAFETY

- 7.1 N/A

8 PROCEDURE

- 8.1 ISBT Label Release to Laboratory Staff
 - 8.1.1 Labels are released by the Laboratory Manager or designee upon request from a technologist.
 - 8.1.2 Labels are removed from a designated cabinet located in the Stem Cell Laboratory Manager's office and released to the requesting technologist.

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- 8.1.3 Numbers are released in consecutive order (whenever possible).
- 8.1.4 The released barcode numbers are recorded on the *STCL-SOP-030 FRM1 ISBT Barcode Label Release Log*.
- 8.1.5 Remove an ISBT barcode label from the last label set and place it on the log *STCL-SOP-030 FRM1* underneath the first barcode.
- 8.1.6 Date and initial the log to indicate the date the labels were released and the technologist receiving the labels.
- 8.1.7 Store the labels in the designated area of the laboratory.
- 8.2 ISBT Label Release to Apheresis Staff
 - 8.2.1 Labels are released by the laboratory staff to the apheresis staff upon request.
 - 8.2.2 Numbers are released in consecutive order.
 - 8.2.3 The released barcode numbers are recorded on the *STCL-SOP-030 FRM1 ISBT Barcode Label Release Log*.
 - 8.2.4 Remove an ISBT barcode label from the first label set and place it on the ISBT Log.
 - 8.2.5 Remove an ISBT barcode label from the last label set and place it on the log, underneath the first barcode.
 - 8.2.6 Record the date and the name of the apheresis staff member is receiving the labels.
 - 8.2.7 As the barcodes are assigned to products, the apheresis staff will record each barcode on the *STCL-SOP-030 FRM1 ISBT Barcode Label Release Log* in their area.
- 8.3 ISBT Label Assignments for Duke Collections
 - 8.3.1 Products collected in the CHC or in the ABMT clinic will be assigned a unique ISBT barcode upon collection.
 - 8.3.2 The product will arrive in the laboratory with a barcode affixed to the product and accompanied by a sheet of barcodes.
 - 8.3.3 Verify that all barcodes match.
 - 8.3.4 Place a barcode on the *STCL-SOP-030 FRM1 ISBT Barcode Label Release Log* and complete the requested product information.
- 8.4 ISBT Label Assignments for External Collections
 - 8.4.1 Products collected at external facilities will arrive without ISBT barcodes
 - 8.4.2 Assign the next consecutively numbered barcode to the product.
 - 8.4.3 Place a barcode on the product.

8.4.4 Place a corresponding barcode on the *STCL-SOP-030 FRM1 ISBT Barcode Label Release Log* and complete the requested information.

8.5 Since the workload in the Stem Cell Laboratory is hard to predict from one year to another, if there are remaining ISBT labels still available from the previous year, we will continue to use those labels through January of the next year (~ 30 days) before implementing the use of NEW labels for the current year (*Example: ISBT barcodes from 2022 can be used through January 2023*).

9 RELATED DOCUMENTS/FORMS

- 9.1 STCL-SOP-030 FRM1 ISBT Barcode Label Release Log
- 9.2 STCL-SOP-030 FRM2 ISBT Barcode Label Reconciliation Log
- 9.3 STCL-SOP-030 FRM3 ISBT Barcode Label Receipt Log
- 9.4 STCL-SOP-030 FRM4 ISBT Barcode Label Destruction Log
- 9.5 STCL-SOP-030 JA1 Receiving, Reconciliation, and Destruction of ISBT Barcode Labels

10 REFERENCES

- 10.1 American Association of Blood Banks. Standards for Hematopoietic Progenitor Cell and Cellular Product. Current edition.
- 10.2 Foundation for the Accreditation of Hematopoietic Cell Therapy (FACT) and Netcord. International Standards for Cord Blood Collection, Processing, Testing, Banking, Selection and Release. Current edition.

11 REVISION HISTORY

Revision No.	Author	Description of Change(s)
05	B. Waters-Pick	<ul style="list-style-type: none"> • Section 8.5 – changed wording to reflect the ability to use leftover barcodes from one year to the next (<i>through January of the next year</i>)

Signature Manifest**Document Number:** STCL-SOP-030**Revision:** 05**Title:** Label Release**Effective Date:** 17 Oct 2022

All dates and times are in Eastern Time.

STCL-SOP-030 Label Release**Author**

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATER002)		08 Sep 2022, 07:06:12 PM	Approved

Management

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATER002)		08 Sep 2022, 07:06:27 PM	Approved

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Quality

Name/Signature	Title	Date	Meaning/Reason
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Sandra Mulligan (MULLI026)		11 Oct 2022, 05:48:18 PM	Approved