



STEM CELL LABORATORY (STCL)



DOCUMENT NUMBER: STCL-SOP-045 FRM1

DOCUMENT TITLE:

Record of Discard

DOCUMENT NOTES:

Document Information

Revision: 05

Vault: STCL-Processing-rel

Status: Release

Document Type: SOPs

Date Information

Creation Date: 17 Dec 2012

Release Date: 01 Jan 2013

Effective Date: 01 Jan 2013

Expiration Date:

Control Information

Author: WATE02

Owner: WATE02

Previous Number: STCL-SOP-044 Rev 04

Change Number: STCL-CCR-094

**Duke University Medical Center
Stem Cell Laboratory
Durham, NC 27705**

RECORD OF DISCARD

Recipient Name _____ Hospital Number _____

Product Type _____ Date processed _____

REASON for DISCARD of CELLULAR PRODUCT

☐ Documentation of Death _____
(Attach supporting documentation)

☐ No Further Need for Product _____
(Attach supporting documentation)

AUTHORIZATION FOR DISCARD

Medical Director Signature _____ Date _____

Laboratory Manager Signature _____ Date _____

Program Director or Recipient's Physician (if applicable) _____ Date _____

Recipient's authorization (if applicable) _____ Date _____

Quality Manager Signature _____ Date _____

Disposal of Product

Date of Disposal _____ ISBT _____ Storage Location _____

Technologist _____

Technologist _____

Disposition ☐ Discarded as biohazardous waste
☐ Discarded as anonymous IRB exempt product to research, Investigator _____

Disposal of Product

Date of Disposal _____ ISBT _____ Storage Location _____

Technologist _____

Technologist _____

Disposition ☐ Discarded as biohazardous waste
☐ Discarded as anonymous IRB exempt product to research, Investigator _____

Disposal of Product

Date of Disposal _____ ISBT _____ Storage Location _____

Technologist _____

Technologist _____

Disposition ☐ Discarded as biohazardous waste
☐ Discarded as anonymous IRB exempt product to research, Investigator _____

Field	Requirement
Recipient Name and Hospital Number	Enter recipient's name and hospital number.
Product Type, Type of Processing, Date processed	Enter Product Type, Type of Processing, Date processed for each unit.
ISBT Numbers	Enter unique identifier.
Condition for Disposition	Check appropriate box and attach supporting documentation.
Authorization for Disposition	Signatures of medical director and laboratory manager and quality manager are required. If cellular products are being discarded / disposed for a <u>recipient who is still living</u>, the recipient's physician and the recipient are also required to sign the Record of Discard.
Disposition of product	Enter date of disposition, ISBT # of product being discarded, and storage location of product(s). Signatures of the two technologists who verified the product for disposition and method of disposition.

Signature Manifest**Document Number:** STCL-SOP-045 FRM1**Revision:** 05**Title:** Record of Discard

All dates and times are in Eastern Time.

STCL-SOP-045 FRM1 Record of Discard**Author Approval**

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		19 Dec 2012, 02:05:21 PM	Approved

Manager Approval

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		19 Dec 2012, 02:05:58 PM	Approved

Medical Director Approval

Name/Signature	Title	Date	Meaning/Reason
Joanne Kurtzberg (KURTZ001)		19 Dec 2012, 03:07:42 PM	Approved

QA Approval

Name/Signature	Title	Date	Meaning/Reason
Linda Sledge (SLEDG006)		19 Dec 2012, 03:13:17 PM	Approved

Document Release

Name/Signature	Title	Date	Meaning/Reason
Sandy Mulligan (MULLI026)		21 Dec 2012, 11:08:27 AM	Approved

Notification

Name/Signature	Title	Date	Meaning/Reason
Betsy Jordan (BJ42)		21 Dec 2012, 11:08:28 AM	Email Sent
Sharon Hartis (SH259)		21 Dec 2012, 11:08:28 AM	Email Sent
Linda Sledge (SLEDG006)		21 Dec 2012, 11:08:28 AM	Email Sent
Barbara Waters-Pick (WATE02)		21 Dec 2012, 11:08:28 AM	Email Sent

Review: STCL-SOP-045 FRM1 05

Review

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		04 Nov 2014, 07:26:22 PM	Reviewed
Betsy Jordan (BJ42)		10 Nov 2014, 09:28:15 AM	Reviewed
John Carpenter (JPC27)		10 Nov 2014, 09:50:55 AM	Reviewed
Joanne Kurtzberg (KURTZ001)		10 Nov 2014, 04:55:33 PM	Reviewed
Sharon Hartis (SH259)		11 Nov 2014, 09:23:37 AM	Reviewed