**DOCUMENT NUMBER:** STCL-SOP-030  

**DOCUMENT TITLE:** Label Release  

**DOCUMENT NOTES:**  

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**Document Information**  

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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.
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 make every effort to use all of the labels from the previous year before starting with new labels for the current year.

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


11 REVISION HISTORY

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<td>B. Waters-Pick</td>
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<td>New documents added to Section 9</td>
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### Signature Manifest

**Document Number:** STCL-SOP-030  
**Title:** Label Release  
**Effective Date:** 31 Mar 2021

All dates and times are in Eastern Time.

### STCL-SOP-030 Label Release

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#### Management

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