

	<b>Maintaining Cryoinventory</b>	<b>Dept:</b>	324316
		<b>Dept Name</b>	Stem Cell Transplant and Cellular Therapy Program
		<b>Effective Date:</b>	
		<b>Revised Date:</b>	12/9/19
<b>Name &amp; Title:</b> CLIA Laboratory Medical Director		<b>Contact:</b>	JH Simmons/C Warren
<b>Signature:</b>		<b>Date:</b>	

## 1. General Procedure Statement:

**A. Purpose:** Maintain accurate inventory of cryopreserved products.

### B. Responsible Department/Scope:

- i Procedure owner/Implementer: Julie H. Simmons/ Christina S. Warren/Emily H. Wilson
- ii. Procedure prepared by: Hannah K. Phillips
- iii. Who performs procedure: Department staff/management

**C. Definitions:** N/A

### D. Sections:

- I. Inventory Changes Post-Infusion
- II. Product from Expired Patients (Monthly)
- III. Product from Expired Patients (Quarterly)

**E. Protocols:** N/A

## 2. Procedure:

## SECTION I. – Inventory Changes Post-Infusion

STEPS	INSTRUCTIONS	CHANGE/ APPROVAL
1.0	<p><b>Electronically record any product removed for infusion in the Freezer Log.</b></p> <p>1.1 The electronic freezer inventory is at <a href="#">G:lab Shared/BMT common/BMT processing lab/Cryoinventory</a></p>	
2.0	<b>Print updated cryoinventory page and store in Freezer log.</b>	
3.0	<b>If 100% of the product is infused record vial locations on the Vial Release Form and circle the vial location in red ink in the Freezer Log.</b>	
	<b>EXPECTED OUTCOME RESULTS:</b> Freezer log will accurately display current inventory.	
	<b>ACCEPTABLE RANGES:</b> N/A	

## SECTION II. – Product from Expired Patients (Monthly)

STEPS	INSTRUCTIONS	CHANGE/ APPROVAL
1.0	<b>Obtain the Expired Patients List from a nurse coordinator or data manager.</b>	
2.0	<b>Search the Electronic Patient List to identify any transplanted patients that have expired.</b>	
3.0	<p><b>Pull charts (yellow folders) for patients identified as expired to assess product availability.</b></p> <p>3.1 If there is remaining product complete Specimen Release Form and fax to BMT program director for signature.</p> <p>3.2 Program director must sign form to authorize release of products BEFORE any product is moved.</p>	
4.0	<p><b>Contact Cancer Center Core Lab to coordinate transfer of products.</b></p> <p>4.1 If the CC Core lab is accepting products, transfer products to a Styrofoam box in at least 3 inches of liquid nitrogen.</p> <p>4.2 <b>Two BMT personnel must verify patient name, medical record number, and sample number when removing product from the reservoir.</b></p> <p>4.3 Routinely all cryovials are also removed from the reservoir at this time and transferred in a vial box.</p>	

STEPS	INSTRUCTIONS	CHANGE/ APPROVAL
5.0	<p><b>Cryovials of patients who meet ALL the below criteria can also be transferred to the CC Core Lab without the signature of the program director.</b></p> <ul style="list-style-type: none"> <li>• 100% infused</li> <li>• Engrafted</li> <li>• 100 days past infusion</li> </ul>	
6.0	<p><b>Give a copy of the Specimen Release Form to the Core Lab personnel and file another copy in the Marrow Release Book.</b></p>	
7.0	<p><b>If Core Lab is not accepting stem cells at this time, products will be disposed of in a red biohazard bin.</b></p> <p style="padding-left: 40px;">7.1 <b>Two BMT personnel must verify patient name, medical record number, and sample number when removing product from the reservoir.</b></p> <p style="padding-left: 40px;">7.2 Record product disposal on the Specimen Release Form.</p>	
8.0	<p><b>Update freezer log and patient chart to reflect moved/discarded products.</b></p>	
	<p><b>EXPECTED OUTCOME RESULTS:</b> Unnecessary products will be eliminated so as to maximize storage capacity.</p>	
	<p><b>ACCEPTABLE RANGES:</b> N/A</p>	

**SECTION III. – Product from Expired Patients (Yearly)**

STEPS	INSTRUCTIONS	CHANGE/ APPROVAL
1.0	<b>Using the freezer inventory, check patient status in Wake One to see if any patients have expired.</b>	
2.0	<p><b>Enter patient medical record number.</b></p> <p>2.1 On the first screen under the patient information, the word “<b>DECEASED</b>” will be in red letters if the patient is expired.</p> <p>2.2 If you “Select” an expired patient a deceased patient warning will appear. <i>See attachment 1</i></p>	
3.0	<b>Once expired patients have been identified, refer to Section II steps 3.0 – 10.0 of this procedure.</b>	
	<b>EXPECTED OUTCOME RESULTS:</b> Unnecessary products will be eliminated so as to maximize storage capacity	
	<b>ACCEPTABLE RANGES:</b> N/A	

**3. Review/Revised/implemented:**

All procedures must be reviewed according to the document change control policy.  
 All new procedures and procedures that have major revisions must be signed by the CLIA Director.  
 All reviewed procedures and procedures with minor revisions can be signed by the designated section medical Director or designee

**4. Related Procedures:** N/A

**5. References:** N/A

**6. Attachments:**

*Attachment 1 – Epic Screenshots*

**7. Revised/Reviewed Dates and Signatures:**

See Document Change Control

Document Change Control									
Title: Maintaining Cyroinventory									
Previous title:									
Written date					Written by:				
Validation date					Validation by				
Reviewed date					Reviewed by				
Approved date					Approved by				
Approved date					Approved by				
Effective date in use		Prior to July 2009			In use by		See achieved versions		
Revisions									
Revised Date	By	Risk Assessment	By	MD Date	By	Review Date	By	Effective Date	By
8/21/09	M.R. Jones			8/25/09	GP	8/24/09	MRJ	8/26/09	MRJ
Validate Date	By	Revisions:							
8/24/09	E. Wilson	<ol style="list-style-type: none"> <li>Section B title: Changed: Approximately every 6 months, added "monthly"</li> <li>Section C added step 1-9</li> <li>Section letters changed C →D, D→E</li> <li>Section E, inventory products from outside institution</li> </ol>							
Revised Date	By	Risk Assessment	By	MD Date	By	Review Date	By	Effective Date	By
12/12/19	HP								
Validate Date	By	Revisions: Updated format, removed section "inventory of products from outside institutions."							
12/16/19	EW								
Revised Date	By	Risk Assessment	By	MD Date	By	Review Date	By	Effective Date	By
Validate Date	By	Revisions:							
Revised Date	By	Risk Assessment	By	MD Date	By	Review Date	By	Effective Date	By
Validate Date	By	Revisions:							
Locations				Out of Use: Date:		By			
				Reason					

Reviews: Record date/initials

Date	Initials	Date	Initials	Date	Initials	Date	Initials
5/20/10	GP	5/16/11	GP	5/9/12	EF	10/8/13	MRJ
4/11/16	MRJ	8/25/17	JS	4/3/19	MRJ		

# ATTACHMENT 1

## Epic Screenshots

The screenshot shows the Epic Patient Select interface. At the top, there are navigation tabs: Open Case, Print AYS, Snapshot, Review, Dictations, NO SHOW, and Notes. Below these is a filter section with 'Filter by Status' and 'Total: 0'. A refresh icon and 'Auto-refreshed: 2:10 PM' are also visible. The main window is titled 'Patient Select' and contains a search criteria field with 'Name/MRN: 1610984'. Below this is a table with the following data:

Patient Name	Status	MRN	Sex	Date of Birth	Address	SSN
MINTON, CARROLL WAYNE	Deceased	1610984	M	9/20/1960	411 MARTIN RD, NORTH WILKESBORO NC 28659	xxx-xx-4599

Below the table, it says 'Results loaded: 1'. The patient details for 'Minton, Carroll Wayne - 1610984' are displayed, including a silhouette icon and the following information:

- Born 9/20/1960
- 57 y.o. Male
- DECEASED**
- 411 MARTIN RD, NORTH WILKESBORO NC 28659
- 336-452-1641 (H)
- 336-452-1641 (M)
- carrollminton@gmail.com
- Gary Glenn Nichols, PA-C
- SSN: xxx-xx-4599
- Language: English
- Religion: None
- Ethnicity: Not Hispanic or Latino
- Race: White or Caucasian
- Aliases: MINTON, CARROLL W

At the bottom right of the patient details section, there are 'Select' and 'Go Back' buttons.

The screenshot shows a 'Deceased Patient Warning' dialog box with a yellow warning icon. The text inside the dialog reads: 'You are entering the medical record of a deceased patient. Are you sure you want to proceed?'. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons.