

## TRAINING UPDATE

|                      |              |                          |            |
|----------------------|--------------|--------------------------|------------|
| <b>Lab Location:</b> | SGAH and WAH | <b>Date Implemented:</b> | 11.20.2012 |
| <b>Department:</b>   | Blood Bank   | <b>Due Date:</b>         | 12.3.2012  |

### DESCRIPTION OF PROCEDURE REVISION

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|--|
| <b>Name of procedure:</b>  |
| Circular of Information for the Use of Human Blood and Blood Components  |
| <b>Description of change(s):</b>   |
| <ul style="list-style-type: none"><li>• The circular is approved by the FDA as an acceptable extension to the blood product container labels</li><li>• Copies of the circular are kept in the BB for anyone who requests</li><li>• Additional copies of the circular are obtained from ARC</li></ul> |

### EMPLOYEE SIGNATURES

I have read and understand the procedure described above:

| Name | Signature | Date |
|------|-----------|------|
|------|-----------|------|

Non-Technical SOP

|                    |  |                |
|--------------------|--|----------------|
| <b>Title</b>       | <b>Circular of Information for the Use of Human Blood and Blood Components</b> |                |
| <b>Prepared by</b> | Stephanie Codina   | Date: 11.20.12 |
| <b>Owner</b>       | Stephanie Codina   | Date: 11.20.12 |

| <b>Laboratory Approval</b>   |                  |                              |
|--|------------------|------------------------------|
| <b>Print Name and Title</b>  | <b>Signature</b> | <b>Date</b>                  |
| <i>Refer to the electronic signature page for approval and approval dates.</i> |                  |                              |
|  |                  |                              |
|  |                  |                              |
| <b>Local Issue Date:</b>   |                  | <b>Local Effective Date:</b> |

| <b>12 month (or new) management review and approval:<br/>           Signature acknowledges SOP version remains in effect with NO revisions.</b> |                  |             |
|---|------------------|-------------|
| <b>Print Name</b>   | <b>Signature</b> | <b>Date</b> |
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**1. PURPOSE**

Blood and component labels contain critical but minimal information about the contents. A current Circular of Information is an extension of the container labels. It describes each component available for transfusion and gives indications and contraindications for use.

**2. SCOPE**

The circular prepared jointly by AABB, American Red Cross, America’s Blood Centers, and the Armed Service Blood Program will be utilized by the Blood Bank.

**3. RESPONSIBILITY**

All blood bank staff members must be familiar with the contents and location of the Circular of Information pamphlets.

**4. DEFINITIONS**

None

**5. PROCEDURE**

| <b>Step</b> | <b>Action</b>  |
|-------------|--|
| 1           | The Circular of Information for the Use of Human Blood and Blood Components is approved by the FDA as an acceptable extension to the blood product container labels. |
| 2           | Copies of the pamphlet will be maintained by blood bank and will be provided upon request.   |
| 3           | Additional copies of the pamphlet may be obtained from the blood supplier.   |

**6. RELATED DOCUMENTS**  
None

**7. REFERENCES**  
None

**8. REVISION HISTORY**

| <b>Version</b> | <b>Date</b> | <b>Reason for Revision</b>   | <b>Revised By</b> | <b>Approved By</b> |
|----------------|-------------|------------------------------|-------------------|--------------------|
|                |             | Supersedes WAH-SGAH B314.001 |                   |                    |
|                |             |                              |                   |                    |
|                |             |                              |                   |                    |
|                |             |                              |                   |                    |
|                |             |                              |                   |                    |
|                |             |                              |                   |                    |

**9. ADDENDA AND APPENDICES**  
None