

**TRAINING UPDATE**

**Lab Location:** SGAH and WAH      **Date Implemented:** 12.8.2014  
**Department:** Blood Bank      **Due Date:** 12.31.2014

**DESCRIPTION OF PROCEDURE REVISION**

**Name of procedure:**

ISBT-128 Label Production

**Description of change(s):**

1. We have updated to the new HemoTrax Unity software.
2. The software is very different than the previous software. Separate training and competency are required.

# Electronic Document Control System



**Document No.:** WAHBB19[2]

**Title:** ISBT 128 LABEL PRODUCTION

**Owner:** LESLIE.X.BARRETT LESLIE BARRETT

**Status:** INWORKS

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**Next Review Date:**

Non-Technical SOP

<b>Title</b>	<b>ISBT 128 Label Production</b>		
<b>Prepared by</b>	Stephanie Codina	<b>Date:</b>	5.8.2013
<b>Owner</b>	Stephanie Codina	<b>Date:</b>	5.8.2013

Laboratory Approval

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

Review:

Print Name	Signature	Date

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**1. PURPOSE**

To provide instructions for printing ISBT-128 labels for modified blood products.

**2. SCOPE**

This procedure applies to any modified blood product that requires updated labeling.

**3. RESPONSIBILITY**

All Blood Bank staff must demonstrate competency in the production of ISBT-128 barcoded labels using the HemaTrax labeling system.

**4. DEFINITIONS**

HemaTrax ISBT-128 Blood & Blood Product Labeling Application: a Windows-based program which allows blood banks to print ISBT-128 coded blood bank labels following ICCBBA (International Council for Commonality in Blood Banking) specifications. The software is used on a standalone PC to generate ISBT-128 labels for modified blood products.

ISBT128 - The international system for identifying, labeling, and processing blood products.

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**5. PROCEDURE**

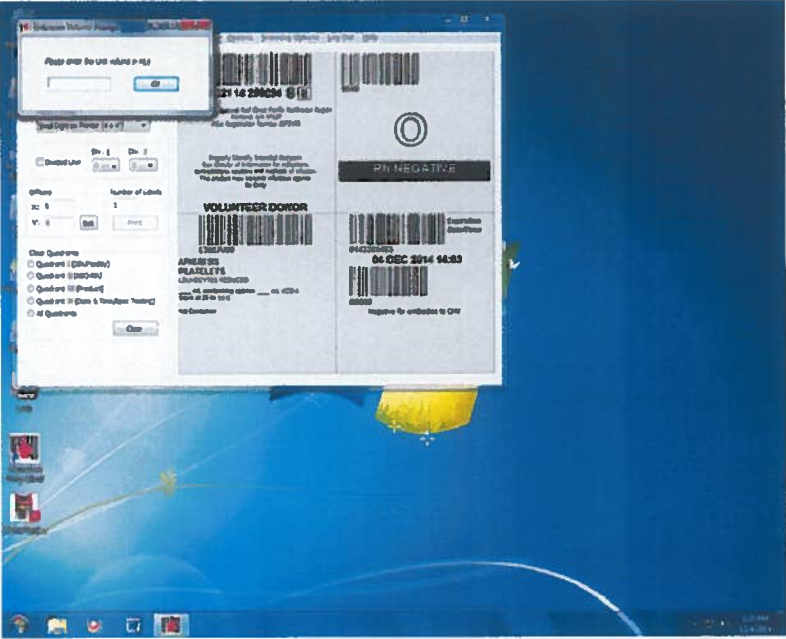
Step	Action
1	Click on the "HemaTrax Unity Client" icon on the blood bank computer to open the program.
2	Enter your user ID and password at the prompt. Note: both user ID and password are case sensitive.
3	<p>From the HemoTrax Client Window, Left Control Panel,</p> <ul style="list-style-type: none"> <li>A. Click the "Set to Scan Mode" box. This will allow the user to scan barcodes from the original label to populate the data entry fields.</li> <li>B. At the "Select Label" prompt, select the label type you wish to print.               <ul style="list-style-type: none"> <li>a. Select "Full Face" to print 4x4" labels.</li> <li>b. Select "Product/Date &amp; Time" to print 2x4" labels.</li> </ul> </li> <li>C. At the "Select Printer" prompt, select the printer on which you want the labels to print.               <ul style="list-style-type: none"> <li>a. At SGMC, the label type will direct the printer for use.</li> <li>b. At WAH, select either printer (both are loaded with 2x4" labels).</li> </ul> </li> <li>D. If the label is being printed for a divided or aliquotted unit,               <ul style="list-style-type: none"> <li>a. Click the "Divided Unit" box.</li> <li>b. Select the division 1 and division 2 codes from the dropdown boxes.</li> </ul> </li> <li>E. Leave the X and Y offset fields blank.</li> </ul>
4	<p>If you are printing a full face (4x4") label, (omit this step if you are printing a Product/Date &amp; Time label).</p> <ul style="list-style-type: none"> <li>A. Click to open on the "Q1" box.               <ul style="list-style-type: none"> <li>a. At the "Facility Identification Number" prompt, scan the DIN of the label to be printed from the parent/original unit label. This will autofill all fields.</li> <li>b. Click the "No Collection Date or Time" radial if it does not autofill.</li> <li>c. Review the information for correctness and click the "OK" button to return to the main screen.</li> </ul> </li> <li>B. Click to open the "Q2" box.               <ul style="list-style-type: none"> <li>a. At the "Blood Group/Rh Factor" prompt, select the correct ABO/Rh from the dropdown menu.</li> <li>b. At the "Intended Use" prompt, select the correct donation type.                   <p>Options used in our facilities are:</p> <ul style="list-style-type: none"> <li>i. Autologous Use Only (for regular autologous units)</li> <li>ii. Autologous Use Only, Biohazardous (for autologous units with positive infectious disease testing)</li> <li>iii. Directed Donation, Eligible for Crossover (for directed donor units).</li> <li>iv. Volunteer Allogeneic Donation (for regular inventory units)</li> </ul> </li> </ul> </li> <li>C. Click the "OK" button to return to the main screen.</li> </ul>

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Step	Action
5	<p>Click to open the “Q3” box.</p> <ul style="list-style-type: none"> <li>A. At the “Product Code” prompt, type the E code for product for which you are printing the label.</li> <li>B. At the “Intended Use” prompt, select the correct donation type. Options used in our facilities are:               <ul style="list-style-type: none"> <li>a. Autologous Use Only (for regular autologous units)</li> <li>b. Autologous Use Only, Biohazardous (for autologous units with positive infectious disease testing)</li> <li>c. Directed Donation, Eligible for Crossover (for directed donor units).</li> <li>d. Volunteer Allogeneic Donation (for regular inventory units)</li> </ul> </li> <li>C. Click the “OK” button to return to the main screen.</li> </ul>
6	<p>Click to open the “Q4” box.</p> <ul style="list-style-type: none"> <li>A. The “Product Code” will default from Q3. Review the product code for correctness.</li> <li>B. In the “Expiration Date and Time” box, click the radial button for the selection that applies to the product.               <ul style="list-style-type: none"> <li>a. Check “Expiration Date Only” if the product does not have an expiration time.</li> <li>b. Check “Expiration Date and Time” if the product has an expiration date and time.</li> </ul> </li> <li>C. Select the product expiration date and time (if applicable) using the dropdown lists.</li> <li>D. In the “Processing Legend” field, select “Further processing by” from the dropdown menu.</li> <li>E. Click the “Find Facility” to select the appropriate Facility World Code.               <ul style="list-style-type: none"> <li>a. SGMC is W0725</li> <li>b. WAH is W0955</li> </ul> </li> <li>F. If attribute barcodes are needed,               <ul style="list-style-type: none"> <li>a. Click the “Special Testing: General (N Codes)” box to open.</li> <li>b. Select the code to be printed on the unit from the list.                   <ul style="list-style-type: none"> <li>i. N0001 = HLA phenotyped</li> <li>ii. N0008 = Negative for antibodies to CMV</li> <li>iii. N0106 = Hemoglobin S negative</li> <li>iv. N0107 = Neg for antibodies to CMV and Hb S negative</li> </ul> </li> <li>c. Click the “OK” button to exit.</li> <li>d. The attribute you selected will appear in the “Test Message” field.</li> </ul> </li> <li>G. Click “OK” to return to the main screen.</li> </ul>

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Step	Action
7	Review the label that appears on the screen for accuracy and make corrections to the quadrants as indicated. The following should be verified: <ul style="list-style-type: none"> <li>A. DIN (donation identification number) including the manual check digit</li> <li>B. Divided unit division letter</li> <li>C. ABO/Rh</li> <li>D. Intended use</li> <li>E. Donation type</li> <li>F. E product code</li> <li>G. Expiration date</li> <li>H. Expiration time (if indicated)</li> <li>I. Special testing</li> <li>J. Facility information</li> </ul>
8	From the HemoTrax Client Window, Left Control Panel, <ul style="list-style-type: none"> <li>A. At the "Number of Labels" prompt, type the number of labels to print.</li> <li>B. Click the "Print" button.</li> </ul>
9	The label will print on the designated printer.
10	Additional, product-specific pop-up boxes may appear. Enter the required information and click the "OK" button. 

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Step	Action
11	<p>During periods of Sunquest downtime, a second label check must be performed</p> <ul style="list-style-type: none"><li>A. The printing tech will record the following information on the "ISBT-128 Label Verification Log."<ul style="list-style-type: none"><li>a. Date</li><li>b. Unit number (FIN)</li><li>c. Product type</li><li>d. E code of original (parent) product</li><li>e. E code of final product</li><li>f. Expiration date and time of the product</li><li>g. Tech initials</li></ul></li><li>B. A second tech will review the label for the following elements and document the review on the form. The same tech may perform both steps ONLY when working alone.<ul style="list-style-type: none"><li>a. Verify that the final E code is the correct E code for the product based on the original E code.</li><li>b. Verify that the correct E code is printed on the label.</li><li>c. Verify that the correct expiration date and time (if applicable) are printed on the label. The time does not need to print for products that expire at 2359.</li><li>d. Verify that the "Further processing by" field is present and the correct facility is selected.</li><li>e. Verify that the volume is accurate and printed on the label. Handwrite information where blanks exist.</li><li>f. Verify the number of units in the pool is listed correctly on the label.</li><li>g. Tech initials.</li></ul></li></ul>

**6. RELATED DOCUMENTS**

Form: ISBT-128 Label Verification Log (AG.F82)

**7. REFERENCES**

HemaTrax Client User Guide, Digi-Trax Corporation, March 2012.



**8. REVISION HISTORY**

<b>Version</b>	<b>Date</b>	<b>Reason for Revision</b>	<b>Revised By</b>	<b>Approved By</b>
000	7.2.13	Section 9: Updated Appendix to reflect irradiated E3088 converts to E3057 and irradiated E3089 converts to E3058	SCodina	NCacciabeve
001	12.4.14	Section 5: Updated to reflect changes to the procedure due to software upgrade to the HemoTrax Unity system. Added the manual second label check that must be performed during periods of Sunquest downtime. Section 6: Added form. Section 7: Updated reference Section 9: Updated product codes Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	SCodina	NCacciabeve

**9. ADDENDA AND APPENDICES**

Appendix A: ISBT-128 Product Codes

### Appendix A ISBT-128 Product Codes

**Thawed Plasma Products**

Original Product	Component Prep Function	Final (Thawed) Product
E0701	TE0701	E2684
E0707	TE0707	E2702
E0713	TE0713	E2720
E0869	TE0869	E2121
E1624	TE1624	E2121
E2553	TE2553	E2700
E2555	TE2555	E2684
E2585	TE2585	E2718
E2587	TE2587	E2702
E2617	TE2617	E2736
E2619	TE2619	E2720
E7644	TE7644	E2121
E7646	TE7646	E5548
E7648	TE7648	E5549
E7650	TE7650	E5550

**Red Blood Cell Aliquot Products**

Original Product Code	Component Prep Function	Final Product
E0226	AE0226	A0224
E0382	AE0382	A0379
E0678	AE0678	A0661
E0685	AE0685	A0668
E0686	AE0686	A0669
E4543	AE4543	A4538
E4544	AE4544	A4539
E4545	AE4545	A4540

**Platelet Aliquot Products**

Original Product Code	Component Prep Function	Final Product Code
E3077	AE3077	A3046
E3087	AE3087	A3056
E3088	AE3088	A3057
E3089	AE3089	A3058
E4643	AE4643	A4647
E4644	AE4644	A4648
E7001	AE7001	A7005
E7002	AE7002	A7006
E7003	AE7003	A7007
E7004	AE7004	A7008
E7011	AE7011	A7012

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**Thawed Cryoprecipitate Products**

Original Product	Component Prep Function	Final (Thawed) Product
E3587	TE3587	E3591
E3588	TE3588	E5602
E5165	TE5165	E3581

**Plasma Aliquot Products**

Original Product	Component Prep Function	Final Product
E2121	AE2121	A2121
E2684	AE2684	A2684
E2702	AE2702	A2702
E2720	AE2720	A2720
E5548	AE5548	A5548
E5549	AE5549	A5549
E5550	AE5550	A5550

**Volume-Reduced Platelet Products**

Original Product Code	Component Prep Function	Final Product Code
A3046	CA3046	A3047
A3056	CA3056	A3049
A3057	CA3057	A3050
A3058	CA3058	A3051
E3077	CE3077	E3078
E3087	CE3087	E3080
E3088	CE3088	E3081
E3089	CE3089	E3082
E4649	CE4649	E3050
E4650	CE4650	E3051

**Reconstituted Whole Blood**

Original Product Codes	Component Prep Function	Final Product Code
E0224 + Any Plasma Aliquot (A2121, A2684, A2702, A2720, A5548, A5549, A5550)	RE0224	E5747

**HLA-Matched Platelet Products**

Original Product Code	Component Prep Function	Final Product Code (Irradiated)
E3077	HE3077	C3046
E3087	HE3087	C3056
E3088	HE3088	C3057
E3089	HE3089	C3058
E4643	HE4643	C4647
E4644	HE4644	C4648
E7001	HE7001	C7005
E7002	HE7002	C7006
E7003	HE7003	C7007
E7004	HE7004	C7008
E7011	HE7011	C7012

**Irradiated Products**

Original Product	Component Prep Function	Final (Irradiated) Product
E0167	IE0167	E0178
E0181	IE0181	E0179
E0212	IE0212	E0223
E0226	IE0226	E0224
E0276	IE0276	E0274
E0316	IE0316	E0331
E0336	IE0336	E0332
E0366	IE0366	E0378
E0382	IE0382	E0379
E0404	IE0404	E0419
E0424	IE0424	E0420
E0605	IE0605	E4537
E0678	IE0678	E0661
E0685	IE0685	E0668
E0686	IE0686	E0669
E0693	IE0693	E0676
E0694	IE0694	E0677
E3077	IE3077	E3046
E3087	IE3087	E3056
E3088	IE3088	E3057
E3089	IE3089	E3058
E4519	IE4519	E4521
E4520	IE4520	E4522
E4531	IE4531	E4526
E4532	IE4532	E4527
E4533	IE4533	E4528
E4536	IE4536	E0660
E4543	IE4543	E4538
E4544	IE4544	E4539
E4545	IE4545	E4540
E4546	IE4546	E4541
E4547	IE4547	E0677
E4643	IE4643	E4647
E4644	IE4644	E4648
E7001	IE7001	E7005
E7002	IE7002	E7006
E7003	IE7003	E7007
E7004	IE7004	E7008
E7011	IE7011	E7012

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**Irradiated/Directed Products**

Original Product	Component Prep Function	Final (Irradiated) Product
ED0167	ID0167	ED0178
ED0181	ID0181	ED0179
ED0212	ID0212	ED0223
ED0226	ID0226	ED0224
ED0276	ID0276	ED0274
ED0316	ID0316	ED0331
ED0336	ID0336	ED0332
ED0366	ID0366	ED0378
ED0382	ID0382	ED0379
ED0404	ID0404	ED0419
ED0424	ID0424	ED0420
ED0605	ID0605	ED4537
ED0678	ID0678	ED0661
ED0685	ID0685	ED0668
ED0686	ID0686	ED0669
ED0693	ID0693	ED0676
ED0694	ID0694	ED0677
ED4519	ID4519	ED4521
ED4520	ID4520	ED4522
ED4531	ID4531	ED4526
ED4532	ID4532	ED4527
ED4533	ID4533	ED4528
ED4536	ID4536	ED0660
ED4543	ID4543	ED4538
ED4544	ID4544	ED4539
ED4545	ID4545	ED4540
ED4546	ID4546	ED4541
ED4547	ID4547	ED0677

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## Electronic Document Control System



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