TRAINING UPDATE

Lab Location:	WOMC, SGMC, FWMC	**Date Implemented:**	7/22/24
Department:	Blood Bank	**Due Date:**	7/31/24

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

Product Received Log

Description of change(s):

The product received log has been updated with the following changes:

1. Previously, we wrote the revision date of the manufacturer's instructions. Now, we will write the IFU revision number. This change was made because Werfen/Immucor is not longer putting IFUs in reagents, but they are listing the IFU revision number on the insert.

2. We added a column for date reagent placed into use. This is in preparation for moving to electronic QC for blood bank.

Notes regarding reagent receipt:

1. Equipment/supplies that are used for blood product manufacture must be documented on the log. This includes syringe sets, transfer bags, and copper wafers for the sterile docker.
2. Equipment/supplies that are not directly used for patient testing do not need to be logged. This includes balance strips for the Echo.
3. When receiving reagents, all containers that are brought in get a red or yellow sticker. Do not place a sticker on one and rubber band them together. The red/yellow sticker gets placed next to the lot and expiration on the package.
4. When placing reagents into use, please select the oldest lot and oldest received date. People are using newer reagents first and this leads to wastage. This is specifically happening with antisera.
5. When you QC a reagent and place it into use, you must put a green dot sticker on all boxes/packages that you placed into use. This is not getting done for Echo strips.

Adventist HealthCare

Product Received Log

Site: _____

Reagent: _____ **Manufacturer:** _____

Date Received	Quantity Received	Lot Number	Expiration Date	Instructions for Use Number/Revision	Appearance (S)at or (U)nsat	Antigram in Book? (√ when done)	Tech Code	Date Placed Into Use	Tech Code

AG.F149.5

Rev 7/2024