

## STEM CELLS – RECEIPT FROM CRBS

- St. Joseph Medical Center Tacoma, WA     St. Clare Hospital Lakewood, WA     St. Elizabeth Hospital Enumclaw, WA  
 St. Francis Hospital Federal Way, WA     St. Anthony Hospital Gig Harbor, WA     Highline Medical Center Burien, WA     PSC

### PURPOSE

To describe how to receive autologous human progenitor cells collected by apheresis (HPC-A), also known generically as stem cells, from Cascade Regional Blood Services (CRBS) into the blood bank at St. Joseph Medical Center.

### RELATED DOCUMENTS

J-W-TS-0451                  Stem Cells - Thawing

### BACKGROUND

Autologous HPC products are collected and cryopreserved for future transplant to rescue a patient with a malignancy from lethal doses of chemotherapy and/or radiation. The individual stem cell products will arrive in a dry shipper that has been charged with liquid nitrogen. There will also be a data logger attached to the top of the shipper which has been initiated to monitor the interior temperature of the container.

The number of cassettes that contain HPC-A products within the shipper will vary depending on the patient. All cassettes containing cells from a single collection will have the same unit number. They will, however, be distinguishable from each other based on the division letters of their product code which is "S11431", such as A0, B0, C0, D0, etc. There may be stems cells from more than one collection in the shipper.

### STEPS

HPC-A products will normally arrive in the afternoon on the day prior to patient infusion. It will NOT be necessary to open the shipper at any point during the steps below.


1. The delivery person from CRBS will arrive with:
  - The shipper
  - Chain of Custody form
  - Shipment of Cryopreserved HPC, Apheresis Products form
2. Check patient identification and unit number information
  - Compare information contained on:
    - *Chain of Custody* form
    - Tag attached to the shipper
    - Shipment of *Cryopreserved HPC, Apheresis Products* form
  - Check all three for MRN, patient name, and date of birth
  - Verify that unit numbers are identical in all three locations
3. Documentation on the Chain of Custody Form
  - In the "*Responsible Person*" section, record printed name, signature, date, time, and location (SJMC BB or TS)

- In the Comments area, record any unexpected issues.
- Documentation of the *Cryopreserved HPC, Apheresis Products* form:
    - In the “*Shipper Status*” table (lower left of form) on the “*Receiving Facility*” line:
      - Record the temperature (°C) as displayed by the data logger in the table
      - Record Date/Time and Tech ID.
    - In the “*Verification of Receipt by the Receiving Facility*” section (lower right of form):
      - Check the appropriate box to indicate whether or not the temperature is acceptable
      - Record tech signature
      - Record Date/Time
  - Both forms are to remain with the shipper.
  - Make a copy of the two forms, staple them, and forward to the transfusion service manager.
  - PIM the HPC-A units into inventory.
    - Scan the unit number barcode from the tag attached to the shipper
    - Scan the product code. Using the special sheet containing HPC-A product codes, select the correct division code and scan it
    - Enter the blood type
    - Enter the expiration date (currently 20-year expiration)
  - Place the shipper on the counter by the long window for pickup on the following day.

**REFERENCES**

AABB Technical Manual, current edition

AABB Standards for Blood Banks and Transfusion Services, current edition

<b>DOCUMENT APPROVAL Purpose of Document / Reason for Change:</b>			
To provide instructions for receiving stem cell (HPC-A) products from Cascade Regional Blood Services			
<input type="checkbox"/> No significant change to process in above revision. Per CAP, this revision does not require further Medical Director approval.			
<b>Committee Approval Date</b>	<input checked="" type="checkbox"/> Date: 4/23/2015 <input type="checkbox"/> N/A – revision of department-specific document which is used at only one facility	<b>Medical Director Approval (Electronic Signature)</b>	 4/22/15