#### Performing Clerical Refreeze of FFP and Cryo in Component Prep

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| Purpose | To provide direction for performing a clerical refreeze of FFP and Cryo using blood component preparation (BCP) function. |

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| Policy | * Component prep function “SCFZ” is used to ONLY clerical refreeze an FFP or Cryo component if the unit has not been thawed.
* Once the unit component has been corrected the ISBT Product code must be added to the component code in Blood Product Entry (BPE) before unit can be used again.
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| Step | Action |
| 1 | Open Blood Component Preparation icon in Sunquest |
| 2 | Click on the value field and enter component preparation function code “SCFZ”. |
| 3 | Enter the information in the following fields: Date, Time, Shift, and Tech.; use the TAB key to advance to the next field. |
| 4 | Press “ALT C” or Click on “Continue”. |
| 5 | “Unit #” field: Barcode or enter unit number in:* Use the drop down arrow to select appropriate product if “Component” doesn’t fill in automatically.
* Use the drop down arrow to select the appropriate division if “Division #” does not filling automatically.
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| 6 | Click on highlighted Component box and enter the correct component code, <TAB>. |

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| Step | Action |
| 7 | Container Field: Enter the appropriate container code (listed in the table), <Tab>.

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| Component | Container code |
| FFP | FFPCNT |
| FDT | DIVF |
| FFPT, PTHW, PTHW1, PTHW2, PTHW3, PTHW4 | SGL |
| FPJT, JPTHW | JUMBOD |
| FP24, FP241, FP242, FP243, FP244, FP24T, FP241T, FP242T, FP243T, FP244T | SGL |
| CRY, CRT | SGLC |
| CP, CPT | CRYP |

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| 8 | Volume Field: Enter the component volume, <Tab>. |
| 9 | Expiration Date Field: Enter the correct expiration date,

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| If ... | Then ... |
| Input expiration date is ≤ output expiration date | <TAB> |
| Input expiration date > output expiration date | A QA warning box will popup, click the “Acknowledge” check box and then click on save |

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| 10 | Expiration Time Field: Enter the correct expiration time, <TAB>. |

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| Step | Action |
| 11 | In the Task 1 section review the input and output information. Note: Under product code there will be a “\*” instead of a E code

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| If… | Then… |
| Input and output information is correct | No action needed. |
| Output information is incorrect | * Using cursor, click on the incorrect information and then type in the correct information.
* <TAB>.
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| 12 | Press “ALT S” or click on “Save”. |
| 13 | Click on “Finish”* If “Override of AQ Failures” box appears a CLS must review and override it if appropriate before continuing.
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| 14 | Proceed to “Performing Blood Product Entry Corrections in Blood Product Entry” SOP to add ISBT Product Code. |

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