**Purpose**

This procedure describes the steps to be followed when changing a product label, or affixing a new product label during LIS Downtime.

**Procedure**

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| --- | --- | --- | --- |
| **Step** | **Action** | | **Related Documents** |
| **1** | * Perform secondary process on unit * Change Expiration date/time on blood component label * Affix Hematrax label | | * SQ Component Preparation |
| **2** | **IF**   * Expiration Date change | **THEN:** Using permanent moisture proof ink,   * Draw a single line through the original expiration date on the existing label. * Legibly writer the new expiration date and time and Tech ID under the original expiration date. * With a second person, check the expiration date change. * Complete the Downtime Label Verification Form. | * LIS Downtime Component Preparation Worksheet * LIS Downtime Label Verification Form |
| **3** | **IF**   * Affixing Hematrax Label | **THEN:**   * With a second person, verify that the following are identical on the original label and the Hematrax label:   + ABO/Rh   + Unit Number   + Volume * Verify that the product name and code on the new label reflect the product modification. * Verify that the collection facility and the modifying facility are correct. * Carefully affix label to cover previous label completely. * Complete Downtime Label Verification Form. | * LIS Downtime Printing Hematrax Labels * LIS Downtime Label Verification Form |

**References:**

Standards for Blood Banks and Transfusion Services, Current Edition. American Association of Blood Banks. AABB Press, Bethesda, MD.

Hematrax ISBT-128 Blood Component Stand Alone Labeling Application, Version 6.2.1