**Purpose**

To describe the procedure for printing a label using the Hematrax Blood and Blood Component Stand alone Labeling Application, on the Digitrax ZM400 printer used during LIS Downtime.

**Method**

|  |  |
| --- | --- |
| **Step** | **Action** |
| **1** | * Log onto Hematrax computer. Log on consists of Tech ID (two initials + 4 numbers) and the password “bloodb@nk”. |
| **2** | * Open window for full face label by using CTRL + U together. |
| **3** | * Scan the unit number. |
| **4** | * Left click on the facility box. Select appropriate supplier from list. Click OK. |
| **5** | * Going down to the product donation type field select Volunteer Allogeneic Donation (will be the default). |
| **6** | * Left click on product field. Select the ICCBBA Predefined Product Click OK. |
| **7** | * In the ICCBBA Product Code field located in the upper left corner, scan the appropriate product bar code or enter the code that corresponds to the product type for label. |
| **8** | * Go up to the top right hand corner. If this is a divided unit, check the Divided Unit box and enter the aliquot number(s). |
| **9** | * Go to the ABO/Rh box. The Blood Group/Rh Factor drop down menu will allow you to select the blood type for new label. Click OK. |
| **10** | * Left click on the Date box. Enter the correct new expiration date. The time will default to 23:59 unless the box for time is checked and an alternate time can be entered. * In the special test field verify the attributes if appropriate for unit. Select OK. |
| **11** | * If creating 5 day thawed plasma, select the box for Processing Facility to put PSBC license information on the new label. Check box to include FDA license number. * Choose HMC for modifying facility. |
| **12** | * Enter “2” in the “number of labels” box in the lower right of the screen. One label will be used to label the product, and one label will be affixed to the back of the Downtime Component Preparation Form for that product. |
| **13** | * Print. An extra box may appear to allow you to enter the product volume, amount of anticoagulant, and additive volumes as necessary. |
| **14** | * Close the label window completely before printing any additional labels. |
| **15** | * Verify the label accuracy by comparing printed label to original product label with a second tech. * Record verification on Label Verification Form. |

**References:**

Hematrax Blood and Blood Component Stand Alone Labeling Application Version 6.2.1Standards for Blood Banks and Transfusion Services, Current Edition, American Association of Blood Banks, Bethesda, MD.