**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 write 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
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**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