**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   * Photocopy original label * Change Expiration date/time on original blood component label * Affix new Hematrax label | | SQ Component Preparation  LIS Downtime Component Preparation Worksheet |
| 2 | **IF**   * Affixing Hematrax Label | **THEN:**   * With a second person, verify that the following are identical on the original label and the Hematrax label:   + Unit Number   + ABO/Rh   + CMV/LTP codes   + Volume (product/ACD)   + Expiration Date/Time * 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