* **Attach a copy of this form to each Downtime Component Processing Worksheet.**
* **Check off each step as it is performed to ensure accurate data entry.**

|  |  |  |  |
| --- | --- | --- | --- |
| **🗸** | **Step** | **Tech ID** | **Date** |
|  | Perform BBI to ascertain SQ unit status:* If unit is in TSL, bring it to your bench.
* If unit if unavailable, use BCP labels for recovery
 |  |  |
|  | Using BCP Worksheet and/or Unit Label:* Open BCP
* Perform processing:
* Select **appropriate SQ**  process
* **Change date and time**.
* **Add TECH ID** of downtime processing tech.
* Scan unit number and Original Product Code
* Retrieve SQ generated Hematrax label.
* Compare to product and BCP labels.
 |
|  | Perform BLC.Perform Manual Label Verification by 2nd tech, if indicated. |
|  | Label product, if available. **OR**Put label on back of BCP if product unavailable. |
|  | Complete Computer Recovery Entry on BCP worksheet. |
|  | Place in NEEDS REVIEW box. **OR** Staple to Patient paperwork for allocation, issue and/or return. |

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