* **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. |

**F5711,** *Version 2.0, February 2015*