**Purpose**

To provide instructions for performing Blood Label Check (BLC) function in Sunquest (SQ). This function is used to confirm the label of the product, which is then automatically moved in Sunquest to “available” status when BLC is resulted.

* Manual additions to Hematrax labels will be verified by a 2nd tech prior to labeling the blood component with a new Hematrax label.
* Blood Label Check will be done manually during SQ Downtimes, using Downtime SOPs and forms

**Procedure**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step** | **Action** | | | **Related Documents** |
| 1 | **Product** | **When BLC is performed** | | Blood Product Entry  SQ Preparation of Combined Platelets  SQ Preparation of Thawed Plasma  SQ Preparation of Cryoprecipitate  Receiving and Processing Liquid Plasma  Receiving and processing Low Titer Plasma |
| Apheresis Platelets single bag | * Not required unless new label is printed(i.e. original label illegible | |
| Apheresis Platelets double bag | * At Component Preparation (Combination and re-label) | |
| Frozen Plasma | * At Component Preparation (Thaw and re-label) | |
| Frozen Cryoprecipitate | * At Component Preparation (Thaw and re-label) | |
| Liquid Plasma | | * At Component Preparation (shortening of expiration date and re-label) |
| Red Blood Cells | | * Not required unless new label is printed (i.e, original label illegible) |
| 2 | Perform Blood Component Preparation function or Blood Bank Label Print on product.   * Sunquest generates Hematrax label | | | Blood Component Preparation (BCP)  SQ Blood Bank Label Print |
| 3 | Retrieve Hematrax label from printer. | | |  |
| 4 | Examine the label:   * Intact, legible, and complete * Full face with all 4 quadrants, unit number matches exactly * Half face with E-code and expiration, volume matches exactly * Unacceptable labels can be reprinted BBLP. | | | Blood Bank Label Print (BBLP) |
| **Step** | **Actions** | | | **Related Documents** |
| 5 | Complete label by adding ACD volume, if applicable, using moisture proof pen. | | |  |
| 6 | Open Blood Label Check (BLC) function | | |  |
| 7 | Scan in unit number and new component code to verify the correct component type | | |  |
| 8 | Click Search | | |  |
| 9 | With the cursor in the ABO box:   * Scan the ABO/Rh from the original label. If full face label scan the ABO/Rh from the new label. * Advance the cursor to the expiration date field * Scan the expiration date/time from the new label. | | |  |
| 10 | Click “Check Label”   * If the data matches the Label Check test is resulted with Label Checked. Click SEARCH to confirm status and label check resulted. * If the data does not match, incorrect data is displayed for correction. A message displays. | | |  |
| 11 | Two ways to confirm Blood Label Check   * Using Blood Bank Inquiry * Enter unit # in BBI * Click on Product Testing * If label check is done, then tech ID of personnel who performed label check is visible * If label check is not done, then only Visual Inspection testing is seen * Using Blood Label Check * Scan in unit# and component * If BLC has not been performed; status will say Available and LC Rslt will have **…** * If BLC has been performed; status will say Available and LC Rslt will have LABEL CHECKED | | |  |
| 12 | **Perform 2nd tech verification of labels requiring manual entry, additional sticker(s) and/or correction:**   * A second person verifies that the following are identical on the original label and the Hematrax label:   + Unit Number   + ACD Volume   + CMV Status   + Low Titer Plasma sticker attached if AG/AB LTP is attached to the unit in SQ * Complete Label Verification Form. | | | Manual Label Verification Form  SQ Blood Product Entry |
| 13 | Affix label to cover previous label. The original unit # on the blood unit should remain visible and scan-able | | |  |

**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

Blood Bank User Manual, Mysis Laboratory, Version 7.2