**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 LTP/Zika label, if applicable
* Affix new Hematrax label
 | SQ Component PreparationLIS 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/Zika 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 LabelsLIS 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