**Purpose**

To describe the procedure for ensuring that changes or additions to Blood Product Label elements in the Sunquest Blood Bank database appear correctly on Blood Product labels printed from Sunquest (SQ) or the independent Hematrax system. All additions and label changes will be tested in the SQ TEST environment prior to implementation

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| **Step** | **Action** | **Related Documents** |
| **Pre-Validation** | * Notify Lab Med IT department when a new supplier or new Product Information is identified. * Identify changes to be implemented   New supplier facility identification number (FIN)   * Compare supplier information with the Registered Facilities Database from [www.iccbba.org](http://www.iccbba.org)   New product codes   * The product codes will be compared with the list provided by the blood supplier * Complete the online Test Request Form located on the Lab Med Staff website; * Send to [listest@u.washington.edu](mailto:listest@u.washington.edu) * Wait for notification from Lab Med IT that the change has been made to the SQ BB database. * Once the changes to the SQ database are completed, the TSL manager will assign the validation testing. * The Hematrax Administrator will add the new or changed Blood Supplier information to the Independent Hematrax System. | Lab Med Test Request Form  Lab Med IT SOPs |
| **Validation Using Independent**  **Hematrax**  **System** | * Using the Independent Hematrax System, prepare to print the label for the test product. * Choose the changed or new Blood Supplier from the list. * Print the label from the Independent Hematrax System * The label must match the supplier information and product codes and description * The Standalone Hematrax will also print secondary processing facility information if needed. *This will be verified on the independent Hematrax system and noted as a comment on the validation form* | Blood Product Label Validation Form  Adding Facility Information in Independent Hematrax Printer |
| **Step** | **Action** | **Related Documents** |
| **Validation of Sunquest** | Use the label created from the Independent Hematrax system   * Process the label for acceptability with the following   Blood Product Entry (BPE)   * Scan product into BPE, print screen shot prior to SAVE   Blood Product Testing (BPT)   * Complete visual inspection and ARC if applicable   Blood Label Print (BLP)   * Perform BLP for the original label of product * Verify printed label match original label   Blood Component Prep (BCP)   * Perform Blood Component Prep if applicable * Applies to frozen products, combined products * Verify modified label is correct   Blood Label Print   * Print the modified label from above using BLP * Verify modified label is correct | Blood Product Label Validation Form |
| **Validation Documentation** | * For Blood Supplier Information Changes or Additions, verify the following on the Blood Product Label Validation Form: * The Facility ID Name is the same on each label as in the SQ BB Database. * The Facility ID City is the same on each label as in the SQ BB Database. * The Facility ID Zip Code is the same on each label as in the SQ BB Database. * The Facility ID FDA Registration Number is the same on each label as in the SQ BB Database. * Donor Type is the same on each label as in the SQ BB Database. * Product Code is the same on each label as in the SQ BB Database. * Product Description is the same on each label as in the SQ BB Database * Product Anticoagulant is the same on each label as in the SQ BB Database. * Product Storage Temperature is the same on each label s in the SQ BB Database. * Product Volume is the same on each label as in the SQ BB Database. * Number of Products in pool is the same on each label as in the SQ BB Database.   *Note: All phases of testing that prints a label must be reviewed for acceptability. Indicate on label whether it was printed from Independent Hematrax System or SQ. Attach all labels to validation form for review* |

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| **Step** | **Action** | **Related Documents** |
| **Validation Completion** | * Complete the Documentation on the Blood Product Label Validation Form. * Categorize results by marking “Acceptable” or “Unacceptable”. * Document with your Tech ID and date in the appropriate field * Submit Blood Product Label Validation Form with all printouts and documentation to the TSL Manager for review prior to implementation. | Blood Product Label Validation Form |
| **Go Live** | * TSL Manager reviews validation of labels for acceptability * Notifies IT if validation was acceptable * Notifies IT to implement changes in LIVE SQ environment * Lab Med IT will implement change in SQ LIVE on agreed date and time. Older versions of label will no longer be available to print. * HMC TSL will be responsible to make sure changes in SQ LIVE are correct post implementation * Any issues will be directed to lab med IT to investigate and follow up |  |

**References**

Standards for Blood Banks and Transfusion Services, Current Edition. American Association of Blood Banks, AABB Press, Bethesda MD

CAP TRM checklist