* **Attach a copy of this form to each blood supplier packing list (ODR) for use during Downtime Recovery.**
* **Check off each step as it is performed to ensure accurate data entry.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **🗸** | **Step** | **Detail** | **Tech ID** | **Date** |
|  | Locate ODR. | Copies of face labels are stapled to the ODR.  Scan from copied face labels, if possible, to activate the ISBT FIELDS. |  |  |
|  | Perform BPE:   * **Change Received Date/Time to received time on ODR** * Don’t forget to scan CMV NEG if on face label * Don’t forget to add low titer if on face label | Worklist Number: \_\_\_\_\_\_\_\_  *Can you add receiving tech ID?* ***YES***  *Does CMV print on the ODR?* ***NO***  *Scan CMV from copy of face label.* |
|  | Perform BBI, if questions or problems occur |  |
|  | **MLS ONLY:**  Result Type confirmation:   * TANGO results must be transmitted in SMALL batches * Manual Results could be on Inventory Log or Manual Bench Testing Form | Can you change the time on this screen? **NO**  Can you add the Tech ID for the person who did manual testing? **YES**: top right hand corner, click MODIFY |  |  |
|  | Perform BBI, if questions or problems occur |  |
|  | Complete CD Recovery Sticker | LIS Entry By and Date |
|  | File paperwork in NEEDS REVIEW box. |  |

**F5710*,*** *Version 3.0, March 2020*