



<b>University of Washington Medical Center</b> <b>1959 NE Pacific Street. Seattle, WA 98195</b> <b>Transfusion Services Laboratory</b> <b>Policies and Procedures Manual</b>	<b>Original Effective Date:</b> <b>03-11-2016</b>	<b>Number:</b> <b>DR-0001.02</b>
	<b>Revision Effective Date:</b> <b>06-13-2022</b>	
<b>TITLE: Exporting and Saving Irradiator Log</b>		

**PURPOSE:**

To provide instructions for monthly transfer of data from the irradiator tablet to a file located at Z:\UWMC\_TSL\_Documents\Irradiator Logs -Monthly

**PRINCIPLE & CLINICAL SIGNIFICANCE:**

**POLICIES:**

Previous month's data is downloaded within the first week of every **MONTH** from the irradiator tablet to a USB drive as a .xlsx file. The data is then transferred to Z:\UWMC\_TSL\_Documents\Irradiator Logs -Monthly where it is stored until archiving.

**SPECIMEN REQUIREMENTS:**

NA

**REAGENTS/SUPPLIES/EQUIPMENT:**

Reagents:	Supplies:	Equipment:
NA	NA	USB drive

**QUALITY CONTROL:**

NA

**INSTRUCTIONS:**

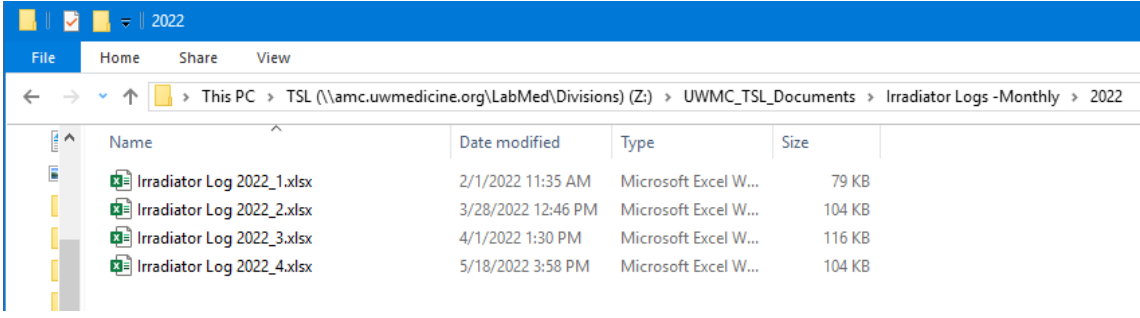
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**Exporting RSTScan Data**

STEP	ACTION
1	Log-on to tablet and open RSTScan program Password = <b>1234</b>
2	Open file folder "RSTScan Irradiated product"
3	Locate the appropriate .csv file labeled with the year and month.  Ex: "2022_01" for January, year 2022
4	Copy the file to the USB drive in the holding folder labeled "Monthly Irradiator Logs" in the appropriate folder labeled with the year and month.

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5	Transfer the file on the USB drive to the Irradiator Log folder located at:  Z:\UWMC_TSL_Documents\Irradiator Logs -Monthly
6	Select the appropriate folder labeled with the current year and save as an Excel (.xlsx) file.
7	<p>Rename the file “Irradiator Log [YEAR]_[MONTH]”</p> <p>Example: Irradiator Log 2022_1 for January 2022 Data.</p> 
8	Return the labeled USB drive to a storage location near the Irradiator.

**CALCULATIONS/INTERPRETATIONS/RESULTS REPORTING/NORMAL VALUES/CRITICAL VALUES**

NA

**CALIBRATION:**

NA

**PROCEDURE NOTES AND LIMITATIONS:**

The labeled USB drive is intended for temporary transport of Irradiator log data from the Irradiator Tablet to a secure computer terminal. The labeled USB drive is not acceptable for saving or storing data that contains patient information.

**REFERENCES:**

- RS 3400 Barcode Scanner Operator’s Manual, Rad Source Technologies, Inc. MKT003-12/14 v1

**RELATED DOCUMENTS:**

SOP Irradiating Blood Components

**APPENDIX:**

NA

<b>UWMC SOP Approval:</b>		
<b>UWMC CLIA Medical Director</b>	Andrew Bryan, MD	<b>Date</b> _____
<b>Transfusion Service Manager</b>	Nina Sen	<b>Date</b> _____
<b>QA Manager</b>	Tayler Reeves	<b>Date</b> _____
<b>Transfusion Service Medical Director</b>	Monica Pagano, MD	<b>Date</b> _____
<b>UWMC Biennial Review:</b>		
	_____	<b>Date</b> _____
	_____	<b>Date</b> _____

05/24/2022: Updated to correct location of saving backup of irradiator log