



## Customer Training Checklist for Labeling Blood Product Shipments

<b>Date</b>	<b>Trainee Name</b>	<b>Trainer Name</b>

Training Item			✓ When completed
<b>Label type</b>	<b>Label statement</b>		
<b>Blue insert</b>	<ul style="list-style-type: none"> <li>• Return</li> <li>• Product/Specimen Inside</li> </ul>		
<b>Address insert</b>	<ul style="list-style-type: none"> <li>• Hospital address – used by LS for shipment going to the hospital</li> <li>• Return side when shipping back to LS (if different)</li> <li>• Colors may vary</li> </ul>		
<b>Dry Ice:</b>	Takes precedence and must be displayed if dry ice is being transported in the container		
<b>Use of inserts and plastic sleeves on shipping containers</b>			
<b>Blue Insert : To be used in the smaller, rectangular plastic insert</b> <ul style="list-style-type: none"> <li>• Side one: Product/Specimen Inside               <ul style="list-style-type: none"> <li>○ To be used when product or sample is being transported</li> </ul> </li> <li>• Side two: Return               <ul style="list-style-type: none"> <li>○ To be used when container is empty and being returned to LifeServe</li> </ul> </li> </ul>			
<b>Address insert: to be used in the larger, square plastic insert</b> <ul style="list-style-type: none"> <li>• Side one: Address to facility the container is being shipped to</li> <li>• Side two: (if different) LifeServe address for returns</li> </ul>			
<b>Dry Ice Insert: to be used in the smaller, rectangular plastic insert</b> <ul style="list-style-type: none"> <li>• <b>Required to be displayed on any container holding dry ice during shipment</b></li> <li>• <b>Takes precedence over the Blue insert</b></li> </ul>			

At completion of training and after all Trainee questions have been asked and answered, Trainer and Trainee to sign and date:

<b>Trainee signature/Date</b>	<b>Trainer signature/Date</b>