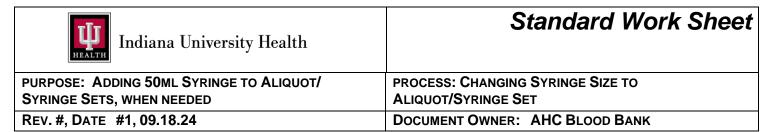
Indiana University Health	Standard Work Sheet	
PURPOSE: ADDING 50ML SYRINGE TO ALIQUOT/ SYRINGE SETS, WHEN NEEDED	PROCESS: CHANGING SYRINGE SIZE TO ALIQUOT/SYRINGE SET	
REV. #, DATE #1, 09.18.24	DOCUMENT OWNER: AHC BLOOD BANK	

Step	Description:	Key Point / Image / Reason	
Note: Standard Work instructions are linked to use in this procedure. Use these instructions when there is a supply shortage of materials for preparation of aliquots.			
	required only when 30mL aliquot/syringe sets are available. Blood Bank syringes attached. Therefore, Blood Bank will remove the 30 mL syringe		
1	CAUTION: DO NOT SWITCH SYRINGES in advance. This step MUST be completed at time of aliquot preparation to avoid shortening of 24hr expiration time due to open system. A. Open the 30mL aliquot/syringe set for aliquot preparation. B. Remove 30mL syringe by twisting in counterclockwise motion. C. Once removed you may discard the 30mL syringe.	30 mL Aliquot/Syringe Set	
2	 A. Open the 50mL syringe supply bag. B. Detach the 50mL syringe by twisting in counter-clockwise motion. C. Discard the remaining tubing and filter from the 50mL set 	50 mL Syringe	



Step	Description:	Key Point / Image / Reason
3	Attach the 50mL syringe to the aliquot bag set by turning in a clockwise motion. When the aliquot/syringe set is prepared, document on the Sterile Weld Form – BOTH Lot numbers and expiration dates of the materials used. Lot # and expiration of 50mL syringe set Lot # and expiration of 30mL aliquot/syringe bag set	The same of the sa
	Sterile Tubing Welder Worksheet Page #	New Aliquot/Syringe Set with 50mL Syringe attached.
4	Prepare aliquots and label appropriately following Standard Work for each product type	Standard Work Aliquot Cryo Procedure 09.13.24.docx Standard Work Aliquot Plasma Procedure 09.13.24.docx Standard Work Aliquot Platelet Procedure 09.13.24.docx Standard Work Aliquot RBC Procedure 09.13.24.docx