






**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  |
|--|--|---|
| <p><b>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.</b></p> <p><b>This is required only when 30mL aliquot/syringe sets are available. Blood Bank should only send aliquot/syringe sets with 50mL syringes attached. Therefore, Blood Bank will remove the 30 mL syringe and replace it with a 50ml syringe.</b></p> |  |   |
| 1  |  <p><b>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.</b></p> <ul style="list-style-type: none"> <li>A. Open the 30mL aliquot/syringe set for aliquot preparation.</li> <li>B. Remove 30mL syringe by twisting in counter-clockwise motion.</li> <li>C. Once removed you may discard the 30mL syringe.</li> </ul> |  <p>30 mL Aliquot/Syringe Set</p> |
| 2  | <ul style="list-style-type: none"> <li>A. Open the 50mL syringe supply bag.</li> <li>B. Detach the 50mL syringe by twisting in counter-clockwise motion.</li> <li>C. Discard the remaining tubing and filter from the 50mL set</li> </ul>  |  <p>50 mL Syringe</p>            |




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|--|--|--|-----------------------|-------------------------------|--|--|---|-----------------------------------|-------------------------------------|--|---------------------|----------------------------|----------------------|--|--|-----------------------------------|---------------|-----|-----------------------|-----------------------------|--|---------------------------------|---|-----------------------------------|-------------------------------------|--|---------------------|-------------------|--|-----|---|--|--|--|--|--|--|---|---|---|--|---------------------|----------------------|-----|---|--|--|--|--|--|--|---|---|---|--|---------------------|----------------------|-----|---|--|--|--|--|--|--|---|---|---|--|---------------------|----------------------|-----|---|--|--|--|--|--|--|---|---|---|--|---------------------|----------------------|--|
| 3  | <p>Attach the 50mL syringe to the aliquot bag set by turning in a clockwise motion.</p> <p>When the aliquot/syringe set is prepared, document on the <b>Sterile Weld Form – BOTH Lot numbers and expiration dates of the materials used.</b></p> <p>Lot # and expiration of 50mL syringe set<br/>           Lot # and expiration of 30mL aliquot/syringe bag set</p> <p><b>Sterile Tubing Welder Worksheet</b></p> <table border="1" data-bbox="180 747 935 821"> <tr> <td>Date</td> <td>Wafer Lot Number</td> <td>Welder In Use:<br/>SN 20300523</td> <td>Page #</td> </tr> </table> <table border="1" data-bbox="180 827 935 1037"> <thead> <tr> <th colspan="6">Preparation of the Single, Quad Pack or Syringe.</th> <th colspan="4">Final Prep and Label Check</th> </tr> <tr> <th>Aliquot Type<br/>RBC (or) Platelet</th> <th>NMP<br/>Y or N</th> <th>DIN</th> <th>Orig.<br/>Product Code</th> <th>Aliq.<br/>Letter<br/>Or<br/>NA</th> <th>Indicate the<br/>Modified<br/>Product<br/>Type<br/>Q = Quad<br/>1 = Single<br/>Pack<br/>S = Syringe</th> <th>Lot # and<br/>Expiration<br/>Date</th> <th>Material Used for<br/>Product Modification</th> <th>Sterile Weld Align, OK?<br/>Y or N</th> <th>Any Leaks or Air Bubbles?<br/>Y or N</th> <th>Weging and Labeling Okay?<br/>Y (OK) / Red (N) / Repeat</th> <th>Prep Tech Initials:</th> <th colspan="2">Second Tech Check</th> </tr> </thead> <tbody> <tr> <td>RBC</td> <td>Y</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Y</td> <td>Y</td> <td>Y</td> <td></td> <td>1. Product Labeling</td> <td>2. Patient Tap/Label</td> </tr> <tr> <td>PLT</td> <td>N</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>N</td> <td>N</td> <td>N</td> <td></td> <td>1. Product Labeling</td> <td>2. Patient Tap/Label</td> </tr> <tr> <td>RBC</td> <td>Y</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Y</td> <td>Y</td> <td>Y</td> <td></td> <td>1. Product Labeling</td> <td>2. Patient Tap/Label</td> </tr> <tr> <td>PLT</td> <td>N</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>N</td> <td>N</td> <td>N</td> <td></td> <td>1. Product Labeling</td> <td>2. Patient Tap/Label</td> </tr> </tbody> </table> | Date   | Wafer Lot Number      | Welder In Use:<br>SN 20300523 | Page #   | Preparation of the Single, Quad Pack or Syringe. |   |                                   |                                     |  |                     | Final Prep and Label Check |                      |  |  | Aliquot Type<br>RBC (or) Platelet | NMP<br>Y or N | DIN | Orig.<br>Product Code | Aliq.<br>Letter<br>Or<br>NA | Indicate the<br>Modified<br>Product<br>Type<br>Q = Quad<br>1 = Single<br>Pack<br>S = Syringe | Lot # and<br>Expiration<br>Date | Material Used for<br>Product Modification | Sterile Weld Align, OK?<br>Y or N | Any Leaks or Air Bubbles?<br>Y or N | Weging and Labeling Okay?<br>Y (OK) / Red (N) / Repeat | Prep Tech Initials: | Second Tech Check |  | RBC | Y |  |  |  |  |  |  | Y | Y | Y |  | 1. Product Labeling | 2. Patient Tap/Label | PLT | N |  |  |  |  |  |  | N | N | N |  | 1. Product Labeling | 2. Patient Tap/Label | RBC | Y |  |  |  |  |  |  | Y | Y | Y |  | 1. Product Labeling | 2. Patient Tap/Label | PLT | N |  |  |  |  |  |  | N | N | N |  | 1. Product Labeling | 2. Patient Tap/Label |  <p>New Aliquot/Syringe Set with 50mL Syringe attached.</p> |
| Date   | Wafer Lot Number   | Welder In Use:<br>SN 20300523  | Page #                |                               |  |  |   |                                   |                                     |  |                     |                            |                      |  |  |                                   |               |     |                       |                             |  |                                 |   |                                   |                                     |  |                     |                   |  |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |  |
| Preparation of the Single, Quad Pack or Syringe. |  |  |                       |                               |  | Final Prep and Label Check                       |   |                                   |                                     |  |                     |                            |                      |  |  |                                   |               |     |                       |                             |  |                                 |   |                                   |                                     |  |                     |                   |  |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |  |
| Aliquot Type<br>RBC (or) Platelet                | NMP<br>Y or N  | DIN  | Orig.<br>Product Code | Aliq.<br>Letter<br>Or<br>NA   | Indicate the<br>Modified<br>Product<br>Type<br>Q = Quad<br>1 = Single<br>Pack<br>S = Syringe | Lot # and<br>Expiration<br>Date                  | Material Used for<br>Product Modification | Sterile Weld Align, OK?<br>Y or N | Any Leaks or Air Bubbles?<br>Y or N | Weging and Labeling Okay?<br>Y (OK) / Red (N) / Repeat | Prep Tech Initials: | Second Tech Check          |                      |  |  |                                   |               |     |                       |                             |  |                                 |   |                                   |                                     |  |                     |                   |  |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |  |
| RBC  | Y  |  |                       |                               |  |  |   | Y                                 | Y                                   | Y  |                     | 1. Product Labeling        | 2. Patient Tap/Label |  |  |                                   |               |     |                       |                             |  |                                 |   |                                   |                                     |  |                     |                   |  |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |  |
| PLT  | N  |  |                       |                               |  |  |   | N                                 | N                                   | N  |                     | 1. Product Labeling        | 2. Patient Tap/Label |  |  |                                   |               |     |                       |                             |  |                                 |   |                                   |                                     |  |                     |                   |  |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |  |
| RBC  | Y  |  |                       |                               |  |  |   | Y                                 | Y                                   | Y  |                     | 1. Product Labeling        | 2. Patient Tap/Label |  |  |                                   |               |     |                       |                             |  |                                 |   |                                   |                                     |  |                     |                   |  |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |  |
| PLT  | N  |  |                       |                               |  |  |   | N                                 | N                                   | N  |                     | 1. Product Labeling        | 2. Patient Tap/Label |  |  |                                   |               |     |                       |                             |  |                                 |   |                                   |                                     |  |                     |                   |  |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |  |
| 4  | <p>Prepare aliquots and label appropriately following Standard Work for each product type</p>  | <p><a href="#">Standard Work Aliquot Cryo Procedure 09.13.24.docx</a></p> <p><a href="#">Standard Work Aliquot Plasma Procedure 09.13.24.docx</a></p> <p><a href="#">Standard Work Aliquot Platelet Procedure 09.13.24.docx</a></p> <p><a href="#">Standard Work Aliquot RBC Procedure 09.13.24.docx</a></p> |                       |                               |  |  |   |                                   |                                     |  |                     |                            |                      |  |  |                                   |               |     |                       |                             |  |                                 |   |                                   |                                     |  |                     |                   |  |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |     |   |  |  |  |  |  |  |   |   |   |  |                     |                      |  |