

Instructions for rWBC Sample Worksheet

Purpose

The purpose of this SOP is to provide instructions on filling out the **FRM 2700185, rWBC Sample Worksheet** for samples shipped to SDBB from other facilities for rWBC testing

Specimen Requirements

- Red blood cells and platelets pheresis samples from leukoreduced products must be collected in plain Polypropylene tubes, shipped in room temperature, and tested within 48 hours of leukoreduction.

Procedure

A. Fill the **FRM 2700185** by following the instruction below

1. Hospital staff (shipping facility) will generate a copy of the **FRM 2700185**.
 - a. Shipping Facility: Enter the facility name.
 - b. Packed: Date, time, initials of the person packing the samples.
 - c. Enter the Component information listed below for each sample sent to SDBB for testing.
 - 1) Enter DIN and component code
 - 2) Enter the unit volume and date and time the leukocyte reduction was performed
 - d. Initials/Date: Enter initials and date.
2. SDBB Staff
 - a. Once the samples arrive at SDBB:
 - 1) Review the **FRM 2700185** for accuracy.
 - 2) Enter the date and time the shipment received at the bottom of the form.
 - 3) Enter the number of samples in shipment at the bottom of the form.
 - 4) Mark either "Yes" or "No" for shipment acceptability.
 - a) "Yes" indicates that all the samples listed on the form are accounted for and were received in polypropylene tubes, at room temperature and within 48 hours of leukoreduction.
 - b) "No" indicates discrepancy on the form. Notify lab management.
 - 5) Enter your initials and date for "Shipment Received by/Date".
- b. Enter your initials and the date and time of rWBC testing performed for each sample in the last column of the table.
- c. Save the completed form in the current month file folder.
- d. Send the results to shipping facilities via email or fax.