

Procedure Title: Assignment of Unique Component Identification Number at the CHLA Hematopoietic Stem Cell Processing Laboratory

Procedure #: HSC.E101.01

1. Principle:

Components that are cryopreserved in the CHLA Hematopoietic Stem Cell Processing Laboratory are given a unique component identification number upon arrival. The unique identifier allows for tracking the blood component from the its receipt into the laboratory to its final disposition. It also allows retrieval of all of the quality control test results for a frozen component through a single identifier.

2. Abbreviations:

- A. BM6: Purged Bone Marrow
- B. BM9: Non Purged Bone Marrow
- C. PB6: Purged peripheral blood stem cells
- D. PB9: Non purged peripheral blood stem cells (treated with carbonyl iron)
- E. PB1: Non-purged peripheral blood stem cells (frozen in autologous plasma)

3. Procedure:

- A. Unique Component Identification number (UCI number) format

XXXX-yyy-Z

XXXX = Year

yyy = Sequential component number for the year beginning with 001

Z = Bag or divided unit suffix number

EXAMPLE: The third component processed in the year 2002 yields two cryopreserved bags after processing. The UCI number for the second bag would be:

2002-003-2

B. The following table describes the criteria for assigning unique component identification (UCI) numbers. Each component that gets a single processing type needs to receive a UCI number by the CHLA Hematopoietic Stem Cell Processing Laboratory.

Processing Scenario	Unique Component ID #
One component received; one process type performed (eg. BM9)	Assign the next sequential unique component ID number
One component received; cell suspension split into 2 components each receiving a different process type (eg. BM6 + BM9 from the same harvest)	Assign the next two sequential UCI numbers, one UCI number for each process type
Two components received; cells pooled into one component and only one process type performed (eg. PB6 only)	Assign the next sequential unique component ID number
Two components received; cells pooled, cell suspension split to perform 2 process types (eg. PB6 + PB9)	Assign the next two sequential UCI numbers, one UCI number for each process type

C. When a component arrives to the laboratory, the next sequential UCI number can be assigned to the processing that will occur to these cells. If a purge procedure is requested and ample cells are submitted, the cells may be divided into a portion that is purged and a portion that is processed without purging. Both procedures need a separate UCI number assigned, as specified in the table.

D. Filling out the Component Receipt Log

Note: It is not clear until the day of processing what process type will be performed on the submitted stem cells.

On the day that the cell component(s) are submitted:

1. Log in the first and last name of the patient on the Component Receipt Log
2. Assign the next sequential UCI number for the cell processing procedure to be performed on the component(s) submitted.

Note: Leave the columns for PROCESS TYPE blank until the type of processing necessary is determined on the day of processing.

On the day the cells are processed:

3. Fill out one entry of the Component Receipt Log for each process performed. If a second procedure is performed on a portion of cells submitted to the laboratory, the next sequential available UCI number must be assigned to the portion of cells that receive a different type of processing.

E. Minimum labeling requirements

Once the blood component has been assigned a UCI number, that component and all portions of that component during the subsequent processing steps leading to final labeling for cryopreservation, must be labeled with the UCI number at all times.