



Stem Cell Transplant Program/ Stem Cell Laboratory

**RECEIPT, PROCESSING & RELEASE WORK LIST FOR FRESH CELLS AS
STARTING MATERIAL FOR MANUFACTURE**

Trial Name

Trial ID Number

Patient name *(or addressograph)*

DATE

Patient number

Date of Birth:

BB No.

SAMPLE

<i>Please initial when complete . Do not leave blank fields, use NA if not needed.</i>		
PRIOR TO HARVEST		
Check label to be used standard ISBT/Sponsor label or addition	Paperwork received to link patient to trial number	
Collection Labels and receipt		
Request entered in LIMS	Labels printed, details and version checked	
Label second check	Labels and box taken to Apheresis unit	
Delivered to Lab by	Time received	
Paperwork for trial collection received	Harvest details completed	
Consent form received and checked	Patient details checked	
Serology negative	Details entered on review sheet	
Processing	Performed by	Date
Dilution for WBC (If applicable) M/L	1) 2)	
Microbiology sample taken (If applicable)		
Check repeat serology taken on day of collection		
Storage prior to shipment - Refrigerated / Room temp (complete details overleaf)		
Completion on any trial specific paperwork		
Handed over to R& D research nurse for packing & shipment		
Entering results in LIMS:		
WBC	Final Volume	
Blood group	Results checked by	
Released by	Date	

Temperature log

Refrigerator / Room temp	Date	Time in	Time out

SAMPLE