
Receipt processing and release of fresh cells as starting material for manufacture

Organisation: Christie Pathology Partnership

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

Please initial when complete. Do not leave blank fields, use N/A if not applicable

Name	Date:
Date of Birth:	BB number
Hospital number	DIN (if applicable)
Trial Name	Trial ID Number

Initial when complete . Do not leave blank fields, use NA if not needed.		
PRIOR TO HARVEST		
Check label to be used bespoke/standard	Paperwork received to link patient to trial number	
Collection Labels and receipt		
Request entered as EH	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 in review file	
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 on the LIMS:		
WBC	Final Volume	
Blood group	Results checked by	
Released by	Date	

Refrigerator / Room temp	Date	Time in	Time out
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