**Document Information**

<table>
<thead>
<tr>
<th>Revision:</th>
<th>01</th>
<th>Vault:</th>
<th>STCL-Processing-rel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status:</td>
<td>Release</td>
<td>Document Type:</td>
<td>Processing</td>
</tr>
</tbody>
</table>

**Date Information**

<table>
<thead>
<tr>
<th>Creation Date:</th>
<th>19 Jul 2018</th>
<th>Release Date:</th>
<th>28 Aug 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date:</td>
<td>28 Aug 2018</td>
<td>Expiration Date:</td>
<td></td>
</tr>
</tbody>
</table>

**Control Information**

<table>
<thead>
<tr>
<th>Author:</th>
<th>WATE02</th>
<th>Owner:</th>
<th>WATE02</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Number:</td>
<td>None</td>
<td>Change Number:</td>
<td>STCL-CCR-428</td>
</tr>
</tbody>
</table>
CD56+ SELECTION MATERIALS

LABELS:

- Assign the product an ISBT barcode BEFORE the selection
- Have someone order the following in Epic the day BEFORE the selection:
  - 1 Selection/Depletion Procedure
  - 4 Phenotypes (if no Pre-overnight testing, then only 3)
  - 3 HPC Basics
    - Get 3 duplicate labels for cultures, nuncs, etc.
- Have someone order the following in Epic the day OF the selection, post processing:
  - 1 STAT Gram Stain
    - Call courier to pick up from the STCL and hand-deliver to the Micro lab

PAPERWORK:

- You should be provided with the following paperwork already labeled from the manager:
  - STCL-FORM-056 Cellular Therapy Infusion Request Form
  - STCL-PROC-019 FRM2 CD56+ Certificate of Analysis

- If incoming NMDP, label the following paperwork BEFORE product arrival:
  - STCL-GEN-009 FRM1 Cellular Product Chain of Custody Form
  - STCL-DIST-001 JA1 Incoming NMDP Products- STCL Checklist
  - M0226 Form

- Label the following paperwork BEFORE the selection:
  - STCL-FORM-040 Peripheral Blood Progenitor Cell Worksheet Adult
    - Divide each column in half using a ruler (Pre-overnight, A, B, C, to infuse)*
  - STCL-PROC-019 FRM1 CD56+ Selection Worksheet
  - 4 FLOW-GEN-012 FRM5 Stem Cell Laboratory Flow Cytometry Worksheet
    - Note Pre-overnight, Sample A, Sample B, or Sample C in the Sample ID section*
    - Note CD56+ selection in the comments section
  - 3 STCL-PROC-022 FRM1 Stem Cell Laboratory Clinical HPCA Worksheet
    - Note Sample A, Sample B, or Sample C*
    - Note CD56+ selection
STCL-FORM-049 Processing Lot Numbers - Incoming Cellular Product Processing
o Stem Cell Laboratory Billing Log
o STCL-DIST-003 Cellular Product Distribution Form
o STCL-SOP-050 Infusion Form

SETUP:

- Prepare the following setup BEFORE the selection:
  - 9 Sample Tubes
    - 4 for cell count/flow
      - Pre-overnight, Sample A, Sample B, and Sample C*
    - 4 for viability
      - Pre-overnight, Sample A, Sample B, and Sample C*
    - 1 for final cell count/viability
      - To infuse*
  - 3 Sterile Tubes
    - 3 for HPCA
      - Sample A, Sample B, and Sample C*
  - 3 ABO Tubes
  - 2 Nunc Vials
  - 2 Aerobic Culture Bottles
    - Pre and post processing
  - 2 Anaerobic Culture Bottles
    - Pre and post processing
  - 2 Small Bags (for STAT Gram Stain and Endotoxin testing) containing the following:
    - Recipient/Donor Labels
    - ISBT Barcode
    - Biohazard Sticker
    - 1 Nunc Vial

* I use five different colored highlighters to keep all of the samples and accompanying paperwork organized. I highlight the column titles on the worksheet and the “Notes” mentioned on the flow and HPCA paperwork as such: pre-overnight= blue, Sample A= yellow, Sample B= pink, Sample C= green, to infuse= orange.
# Signature Manifest

**Document Number:** STCL-PROC-019 JA1  
**Title:** CD56 Selection Cheat Sheet JA1  
**Revision:** 01  

All dates and times are in Eastern Time.

## STCL-PROC-019 JA1 CD56 Selection Cheat Sheet

### Author

<table>
<thead>
<tr>
<th>Name/Signature</th>
<th>Title</th>
<th>Date</th>
<th>Meaning/Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Waters-Pick</td>
<td></td>
<td>02 Aug 2018, 05:06:58 PM</td>
<td>Approved</td>
</tr>
<tr>
<td>(WATE02)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Manager

<table>
<thead>
<tr>
<th>Name/Signature</th>
<th>Title</th>
<th>Date</th>
<th>Meaning/Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Waters-Pick</td>
<td></td>
<td>02 Aug 2018, 05:07:13 PM</td>
<td>Approved</td>
</tr>
<tr>
<td>(WATE02)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Medical Director

<table>
<thead>
<tr>
<th>Name/Signature</th>
<th>Title</th>
<th>Date</th>
<th>Meaning/Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joanne Kurtzberg</td>
<td></td>
<td>02 Aug 2018, 05:31:26 PM</td>
<td>Approved</td>
</tr>
<tr>
<td>(KURTZ001)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Quality

<table>
<thead>
<tr>
<th>Name/Signature</th>
<th>Title</th>
<th>Date</th>
<th>Meaning/Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Bryant</td>
<td></td>
<td>03 Aug 2018, 07:27:57 AM</td>
<td>Approved</td>
</tr>
<tr>
<td>(RB232)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Document Release

<table>
<thead>
<tr>
<th>Name/Signature</th>
<th>Title</th>
<th>Date</th>
<th>Meaning/Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandy Mulligan</td>
<td></td>
<td>14 Aug 2018, 10:58:17 AM</td>
<td>Approved</td>
</tr>
<tr>
<td>(MULLIG26)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>