| SOP # | Procedure | Procedure Level | Training Completed on: | Trainee Signature | TCTL Signature |
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| 5000 | Quality Management Plan for the Transplantation and Cellular Therapy Laboratory | 1 |  |  |  |
| 5001 | Standard Operating Procedures and Document Control | 1 |  |  |  |
| 5002 | Disaster Plan for the Transplantation and Cellular Therapy Laboratory | 1 |  |  |  |
| 5003 | Transplant Laboratory Employee Training | 1 |  |  |  |
| 5004 | Laboratory Security | 1 |  |  |  |
| 5005 | Generation of Laboratory Procedure Orders | 1 |  |  |  |
| 5006 | Laboratory Records | 1 |  |  |  |
| 5007 | Communication and Coordination of Laboratory Procedures | 1 |  |  |  |
| 5008 | Laboratory Procedure Charging | 2 |  |  |  |
| 5100 | Biological Safety Cabinet Operation and Maintenance | 2 |  |  |  |
| 5101 | Tabletop Centrifuge Operation and Maintenance | 2 |  |  |  |
| 5103 | Water Bath Operation and Maintenance | 2 |  |  |  |
| 5105 | Sebra Tube Sealer Operation and Maintenance | 2 |  |  |  |
| 5106 | Terumo Sterile Tubing Welder Operation and Maintenance | 2 |  |  |  |
| 5107 | SoLow Refrigerator Operation and Maintenance | 2 |  |  |  |
| 5108 | SoLow Freezer Operation and Maintenance | 2 |  |  |  |
| 5109 | Acculab Electronic Balance Operation and Maintenance | 2 |  |  |  |
| 5111 | Liquid Nitrogen (LN2) Storage Tank Operation and Maintenance | 2 |  |  |  |
| 5112 | Microliter Pipette Operation and Maintenance | 2 |  |  |  |
| 5113 | PipetAid Operation and Maintenance | 2 |  |  |  |
| 5114 | Temp Chex Red Spirit Thermometer Operation and Maintenance | 1 |  |  |  |
| 5115 | Product Transport Container Operation and Maintenance | 2 |  |  |  |
| 5116 | CO2 Incubator Operation and Maintenance | 2 |  |  |  |
| 5117 | Accsense Environmental Monitoring System Operation and Maintenance | 2 |  |  |  |
| 5120 | Controlled Rate Freezer Planer Kryo 10 Operation and Maintenance | 3 |  |  |  |
| 5121 | Controlled Rate Freezer Integra 750 Operation and Maintenance | 3 |  |  |  |
| 5122 | MVE Dry (Cryo) Shipper Operation and Maintenance | 2 |  |  |  |
| 5125 | Traceable® Infrared Thermometer Gun Operation and Maintenance | 2 |  |  |  |
| 5126 | Fluke Thermometer Operation and Maintenance | 2 |  |  |  |
| 5127 | Olympus Microscope Operation and Maintenance | 1 |  |  |  |
| 5135 | FACS Canto Operation and Maintenance  | 3 |  |  |  |
| 5136 | CryoPod Carrier Operation and Maintenance | 2 |  |  |  |
| 5137 | Cell Seal Automated Thawing System Operation and Maintenance | 2 |  |  |  |
| 5138 | Operation and Maintenance of Endosafe® Nexgen PTS Portable Endotoxin Testing System | 2 |  |  |  |
| 5139 | Vortex Mixer Operation and Maintenance | 2 |  |  |  |
| 5140 | Rotator Operation and Maintenance | 2 |  |  |  |
| 5200 | Laboratory Audits | 2 |  |  |  |
| 5201 | Microbial Surveillance | 2 |  |  |  |
| 5202 | Management of Positive Microbial Cultures | 1 |  |  |  |
| 5203 | Hematopoietic Progenitor Cell/Cellular Therapy Product Outcome Analysis | 2 |  |  |  |
| 5204 | Validation, Verification, and Qualification of Laboratory Procedures and Equipment | 2 |  |  |  |
| 5205 | Reporting and Investigation of Deviations and Adverse Events | 2 |  |  |  |
| 5300 | Use of Personal Protective Equipment and Laboratory Safety | 2 |  |  |  |
| 5301 | Hematopoietic Progenitor Cell/Cellular Therapy Product Transportation | 2 |  |  |  |
| 5302 | Receiving, Releasing, and Storing Reagents and Supplies  | 2 |  |  |  |
| 5303 | Receipt and Storage of Hematopoietic Progenitor Cell/Cellular Therapy Products | 3 |  |  |  |
| 5304 | Labeling Hematopoietic Progenitor Cell/Cellular Therapy Products and Samples | 3 |  |  |  |
| 5305 | Laboratory Maintenance and Monitoring | 3 |  |  |  |
| 5306 | Release of Hematopoietic Progenitor Cell/Cellular Therapy Product for Distribution | 3 |  |  |  |
| 5307 | Hematopoietic Progenitor Cell/Cellular Therapy Product Return | 1 |  |  |  |
| 5308 | Processing Guidelines for ABO Mismatched Hematopoietic Progenitor Cell/Cellular Therapy Product | 1 |  |  |  |
| 5309 | Laboratory Product Storage Device Failure | 1 |  |  |  |
| 5310 | Laboratory Waste Management | 1 |  |  |  |
| 5311 | Handling Immune Effector Cells | 1 |  |  |  |
| 5312 | HemaTrax ISBT 128 Labeling | 1 |  |  |  |
| 5400 | Cell Counting by Trypan Blue | 3 |  |  |  |
| 5401 | Cell Viability Testing | 3 |  |  |  |
| 5402 | Plasma Reduction for Minor ABO Mismatch | 3 |  |  |  |
| 5403 | Red Blood Cell Reduction by Hetastarch | 3 |  |  |  |
| 5404 | Red Blood Cell Reduction by Ficoll | 3 |  |  |  |
| 5405 | Immunophenotyping and Reporting | 3 |  |  |  |
| 5406 | Donor Lymphocyte Infusion | 3 |  |  |  |
| 5408 | Cryopreservation of CD34+ Selected Cells | 3 |  |  |  |
| 5409 | Cryopreservation of Hematopoietic Progenitor Cell, Marrow and Peripheral Blood | 3 |  |  |  |
| 5410 | Cryopreservation of Hematopoietic Progenitor Cell, Apheresis | 3 |  |  |  |
| 5411 | Thawing of Hematopoietic Progenitor Cell, Cord Blood | 3 |  |  |  |
| 5412 | Thawing of Hematopoietic Progenitor Cell and Cellular Therapy Products Stored in Tubes | 3 |  |  |  |
| 5413 | Bedside Thawing of Cryopreserved Hematopoietic Progenitor Cell/Cellular Therapy Product | 3 |  |  |  |
| 5414 | Thawing of Cryopreserved Hematopoietic Progenitor Cell, Marrow | 3 |  |  |  |
| 5415 | Receiving, Thawing, and Infusion of cytotoxic t-lymphocytes | 3 |  |  |  |
| 5416 | CD34+ Selection by CliniMACS | 3 |  |  |  |
| 5417 | T-Cell Receptor α / β and CD19 Depletion | 3 |  |  |  |
| 5418 | Preparation of Cryoprotectant | 3 |  |  |  |
| 5503 | Preparation and Staining of Cells for FACS Sorting | 3 |  |  |  |
| 5504 | Separation and Cryopreservation of Mononuclear Leukocytes | 3 |  |  |  |
| 5505 | Preparation and Storage of Plasmas and Serums for BMT Patients and Donors | 1 |  |  |  |
| 5506 | Separation and Cryopreservation of Granulocytes | 3 |  |  |  |
| 5507 | Shipping Short Tandem Repeat Specimens to City of Hope for Engraftment/Chimerism Analysis | 2 |  |  |  |
| 5510 | Free Campath Level Assay | 3 |  |  |  |

\* Level 1 Procedures only require SOP review and adherence to complete training.

Employee training records shall be maintained in the Employee Folder until the end of employment

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