

ISBT 128 Implementation Plan

The following example plan was meant to be comprehensive, and not all steps may be needed by all facilities. Therefore, facilities should use it as a guide or checklist of things to consider rather than attempting to follow it precisely.

For questions or comments about any of the steps shown below, please contact our help desk at support@isbt128.org.

Step	Activity
1.	Form team <ol style="list-style-type: none">Identify leaderIdentify team members (IT, Quality, Laboratory, Processing, Recovery/Collections, Product Management)
2.	Register with ICCBBA <ol style="list-style-type: none">Obtain FINObtain password to access to all documents and databasesSubscribe to update notification service
3.	Become familiar with resources and identify changes that are needed. <ol style="list-style-type: none">Explore ICCBBA WebsiteAssemble and review documents and implementation toolsUtilize ICCBBA help desk (support@isbt128.org)
4.	Identify equipment/software needs <ol style="list-style-type: none">Determine specificationsAssess current software and equipment against needsDetermine if organization will need to upgrade or replace software and equipmentIf new software or equipment is needed, analyze alternatives
5.	Obtain funding <ol style="list-style-type: none">Determine resources needed and their costCreate budget planRequest funding
6.	Upgrade or purchase equipment/software, if needed

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7.	Develop and approve plans <ul style="list-style-type: none"> a. Project/implementation/change control plan(s) b. Transition plan <ul style="list-style-type: none"> i. Determine how dual-labeled inventory will be managed ii. Determine how conversion will be coordinated with testing laboratory and facilities that will receive products c. Validation plan
8.	Perform IT-related operational steps <ul style="list-style-type: none"> a. Plan product coding <ul style="list-style-type: none"> i. Map products from current coding to ISBT 128 ii. Request new codes where appropriate codes are not available b. Populate computer tables c. Validate software, equipment, processes, and labels
9.	Update/create/approve documentation <ul style="list-style-type: none"> a. Label design b. SOPs and work instructions c. Quality plan d. Training materials for staff e. Educational materials for those who will receive products
10.	Communicate <ul style="list-style-type: none"> a. Notify testing laboratories and other affected suppliers of the changes to sample and product identification b. Train staff c. Provide educational sessions for those who will receive products d. Notify competent authorities, if required
11.	Implement ISBT 128
12.	Assess results and opportunities for improvement