

**RECOVERY Trial Expiry Extension Labelling Worksheet
SOTROVIMAB 500mg in 8mL Concentrate solution for infusion**

Site:	
Date of over-labelling operation:	
Storage conditions whilst over-labelling:	Sotrovimab vials may be out of the fridge (2 – 8°C) for no more than 60 minutes

Product	Qty	Batch Number	Expiry	Assembled By:	Checked By:
Sotrovimab 500mg in 8mL Solution for Infusion (1 vial per carton)					
Upon completion of this exercise, supplies will be labelled with an expiry date of:					

Label Production	
Master Label:	Sample Label:
	Affix the last label printed here

Method		
	Performed By:	Checked By:
1. Ensure the work area is clean and free from all materials not required in this process		
2. Calculate number of labels need $A = (\text{no. of vials} \times 2) + 1$, print the labels		
3. Remove sotrovimab vials from the fridge Record time removed:		
4. Apply label to the carton and vial		
5. Replace sotrovimab vials back in the carton and into the fridge Record time replaced:		
6. Total time removed from fridge is less than 60 minutes		

Label Reconciliation			
	No. of Labels	Performed By:	Checked By:
No. of labels printed (A)			
No. of sample labels attached to worksheet (B)			
No. of labels attached to vials (C)			
No. of labels attached to carton (D)			
No. of excess labels destroyed (E)			
Total number of labels accounted for $A = B + C + D + E$	Y / N		

Approvals:

The above product has been over-labelled with new expiry extension labels according to the instructions above. Any remaining labels have been destroyed.

Actions completed by:

_____ (Print Name) _____ (Sign) _____ (Initials) _____ (Date)

Actions Pharmacist checked by:

_____ (Print Name) _____ (Sign) _____ (Initials) _____ (Date)

Comments / Deviations**Storage of document:**

Completed worksheet must be retained in the RECOVERY pharmacy site file.