

Inspection

Products are to be inspected upon receipt and prior to returning to MVRBC.

Inspect the component to verify:

- Sealed closures
- Proper labeling, not defaced
- Legible barcodes and volumes
- Product volumes are appropriate, if applicable
- Unacceptable appearances:

Red Blood Cells	<ul style="list-style-type: none"> • Segments much lighter in color than that of the bag • Red cell mass that looks purple • Visible clots • Purple, brown, or red plasma • Zone of hemolysis above cell mass
Platelets	<ul style="list-style-type: none"> • Grossly visible red cell contamination • Fuzzy bacterial colonies • Grossly visible platelet aggregates
Frozen Products	<ul style="list-style-type: none"> • Evidence of thawing and refreezing • Evidence of breakage where the integrity of the product is compromised • Red cell contamination in the plasma or in the segment

- The validated process for storage/transport is no longer applicable when the cooler/box is opened. Product must be moved to temp-controlled storage device or repacked/sealed using the appropriate validated process. Products not stored using the validated process cannot be returned for credit from the Blood Center.
- If at any point the quality of the product is unacceptable, document the temperature of each unit and attach a quarantine tag to the products that fall outside of transportation temperature standards. Contact the Blood Center with information on all affected units.

Receipt

- Remove shipment sheet from front folder of the shipping container
- Inspect the units for acceptability.
- Document the acceptability of the temperature of the product, technologist receiving the product, and the date and time.

Return/Transfer

- Remove any labels that have been attached to the product by your transfusion service.
- Inspect the units for acceptability.
- Confirm storage temperatures have been maintained.
- Pack product in the MVRBC shipping cooler or platelet box in the same manner as it was received
- If Blood Center ice bag is substituted use 2 1-gallon sealable bags, half filled with wet ice. Double bag these to avoid leakage.

Red Blood Cells

1.	Maximum in Rubbermaid Cooler = 20 Units
2.	Units must have at least 2 segments when returned, preferred 4.
3.	Stack units flat on bottom of the cooler in rows of 2; ports facing inward.
4.	Place paper towel over units.
5.	Place bag(s) of wet ice, double bagged, on top of the paper towel. Bag(s) of ice should be laid flat to touch end to end in the cooler.
6.	Return with signature, date, and time of products packed on the Return Shipment Packing Slip



Platelets

1.	Single Donor Platelets Box Maximum = 15 Units
2.	Maintain the Gel pack at 20-24°C when not in use
3.	Place 2 gel packs on bottom of inner box
4.	Wrap platelets in 3 sheets of bubble wrap.
5.	Wrap bundle in absorbent pad and place on top of gel packs.
6.	Place 2 more gel packs on top of platelet bundle.
7.	Close inner box lid, then close outer box lid.
8.	Return with signature, date, and time of products packed on the Return Shipment Packing Slip





**JA-31003: HOSPITAL JOB AID: RECEIPT/TRANSFER/RETURN OF PRODUCTS TO
MVRBC**