

Receipt/Return of Product to MVRBC Hospital to Hospital Transfer

Implementation Date (July 17, 2017)



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REGIONAL BLOOD CENTER**

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Job Aid

Job Aid: Receipt/ Return of Product to MVRBC

Inspection

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

Inspect the component to verify:

- Sealed closures
- Proper labeling
- Legible barcodes and volumes
- Label volumes are appropriate, if applicable
- Acceptable appearances:

If Shipping	Then Inspect For
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

If at any point the quality of the product is unacceptable, attach a quarantine tag to the product and contact the blood center.

Receipt

Product	Acceptable Temperature
Red Blood Cells	1-10°C
Platelets	20-24°C
Frozen Products	≤ -18°C

- Remove shipment sheet from front folder of the shipping container
- Inspect the units for acceptability.
- Per your facility's SOP, document the acceptability of the temperature of the product, technologist receiving the product, and the date.

Return

- Remove any labels that have been attached to the product by your transfusion service.
- Inspect the units for acceptability.
- Pack product in the MVRBC shipping cooler or platelet box in the same manner as it was received, utilizing the packing materials included upon hospital receipt:

Red Blood Cells

1.	Place units in bottom of cooler lying flat.
	Cooler Maximum Rubbermaid – 20units
2.	Place paper towel over units.
3.	Place bag of wet ice, double bagged to prevent leakage, on top of paper towel.

Platelets

Single Donor Platelets Maximum	15 units
1.	Place 2 gel packs* on bottom of inner box
2.	Wrap platelets in 3 sheets of bubble wrap.
3.	Wrap bundle in absorbent pad and place on top of gel pack.
4.	Place 2 more packs* on top of platelet bundle.
5.	Fill air space with crumpled newspaper (if present when product received)
6.	Close inner box lid, then close outer box lid.

* Gel pack to be maintained at 20-24°C when not in use

- Document that products meet requirements for return with signature, date, and time on the Return Shipment Packing Slip and enclose in box/ cooler for return.
- Certify that products have been stored continuously at the appropriate temperature while in your possession.



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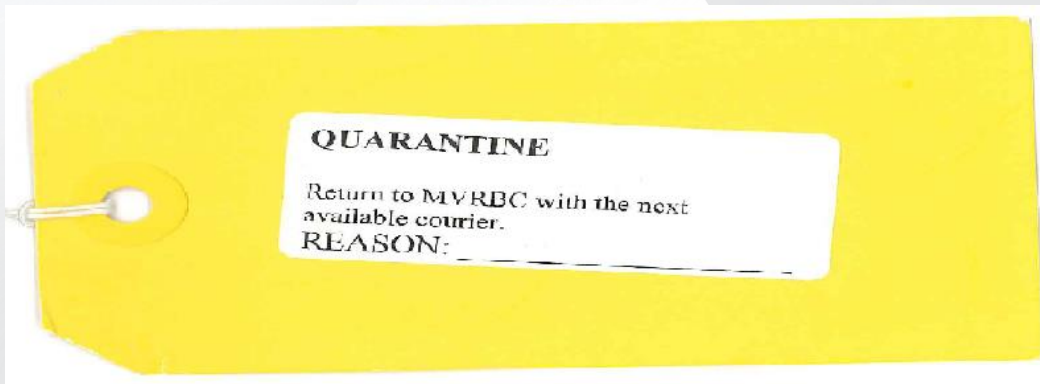
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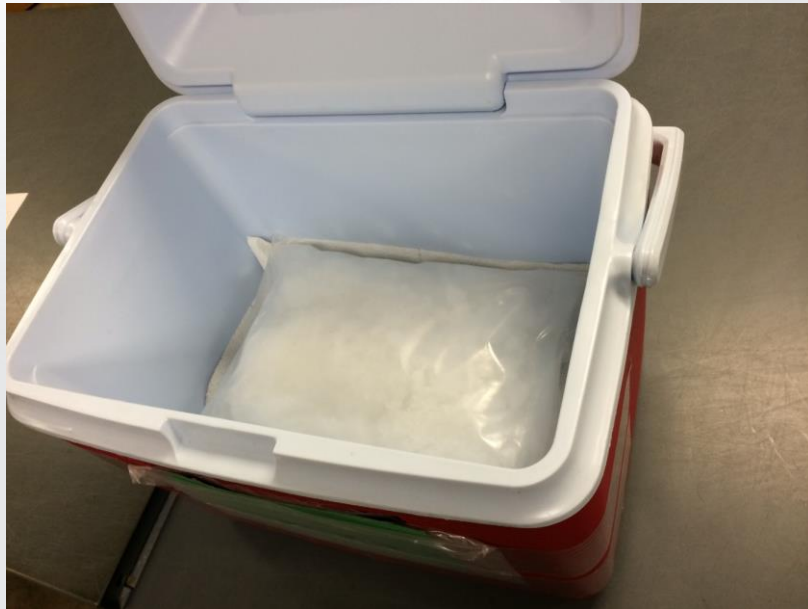
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Platelet Packing

- 1 box
- 3 sheets of bubble wrap
- 1 insulation pad
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1.	Place 2 gel packs* on bottom of inner box
2.	Wrap platelets in 3 sheets of bubble wrap.
3.	Wrap bundle in absorbent pad and place on top of gel pack.
4.	Place 2 more packs* on top of platelet bundle.
5.	Fill air space with crumpled newspaper (if present when product received)
6.	Close inner box lid, then close outer box lid.

* Gel pack to be maintained at 20-24°C when not in use

- Document that products meet requirements for return with signature, date, and time on the Return Shipment Packing Slip and enclose in box/ cooler for return.
- Certify that products have been stored continuously at the appropriate temperature while in your possession.



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Platelet Packing

- 2 gel packs placed in bottom of box



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Job Aid: Receipt/ Return of Product to MVRBC

Inspection

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

Inspect the component to verify:

- Sealed closures
- Proper labeling
- Legible barcodes and volumes
- Label volumes are appropriate, if applicable
- Acceptable appearances:

If Shipping	Then Inspect For
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

If at any point the quality of the product is unacceptable, attach a quarantine tag to the product and contact the blood center.

Receipt

Product	Acceptable Temperature
Red Blood Cells	1-10°C
Platelets	20-24°C
Frozen Products	≤ -18°C

- Remove shipment sheet from front folder of the shipping container
- Inspect the units for acceptability.
- Per your facility's SOP, document the acceptability of the temperature of the product, technologist receiving the product, and the date.

Return

- Remove any labels that have been attached to the product by your transfusion service.
- Inspect the units for acceptability.
- Pack product in the MVRBC shipping cooler or platelet box in the same manner as it was received, utilizing the packing materials included upon hospital receipt:

Red Blood Cells

1.	Place units in bottom of cooler lying flat.
	Cooler Maximum Rubbermaid – 20units
2.	Place paper towel over units.
3.	Place bag of wet ice, double bagged to prevent leakage, on top of paper towel.

Platelets

Single Donor Platelets Maximum	15 units
1.	Place 2 gel packs* on bottom of inner box
2.	Wrap platelets in 3 sheets of bubble wrap.
3.	Wrap bundle in absorbent pad and place on top of gel pack.
4.	Place 2 more packs* on top of platelet bundle.
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Platelet Packing

- Wrap platelet in 3 sheets of bubble wrap



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Platelet Packing



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Platelet Packing

- Complete by wrapping in one insulation pad



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Platelet Packing



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Platelet Packing

- Place on top of the 2 gels packs in the box



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3.	Wrap bundle in absorbent pad and place on top of gel pack.
4.	Place 2 more packs* on top of platelet bundle.
5.	Fill air space with crumpled newspaper (if present when product received)
6.	Close inner box lid, then close outer box lid.

* Gel pack to be maintained at 20-24°C when not in use

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Platelet Packing

- Place the additional 2 gel packs on top of the platelets



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4.	Place 2 more packs* on top of platelet bundle.
5.	Fill air space with crumpled newspaper (if present when product received)
6.	Close inner box lid, then close outer box lid.

* Gel pack to be maintained at 20-24°C when not in use

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Platelet Packing

- Fill air space with newspaper



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4.	Place 2 more packs* on top of platelet bundle.
5.	Fill air space with crumpled newspaper (if present when product received)
6.	Close inner box lid, then close outer box lid.

* Gel pack to be maintained at 20-24°C when not in use

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Platelet Packing

- Close both boxes



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Platelet Packing

- Complete by taping the outside box closed



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Platelets

Single Donor Platelets Maximum	15 units
1.	Place 2 gel packs* on bottom of inner box
2.	Wrap platelets in sheets of bubble wrap.
3.	Wrap bundle in absorbent pad and place on top of gel pack.
4.	Place 2 more pads on top of platelet bundle.
5.	Fill air space with crumpled newspaper (if present when product received)
6.	Close inner box, then close outer box lid.

* Gel pack to be maintained at 20-24°C when not in use

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Platelet Packing

- Gel packs need to be stored between 20-24°C



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Receipt

Product	Acceptable Temperature
Red Blood Cells	1-10°C
Platelets	20-24°C
Frozen Products	≤ -18°C

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Return Paperwork

- Return paperwork must include statement of acceptable condition, who packed, and the date and time packed.

Ship From: DePaul Health Center - LIVE 9/17/08 Ship To: Local Blood Center Packing Slip for Batch: 11512

Insp	Fac UID	PC	Div #	Source	Exp D/T	Status	Status	Sex	ABO/Rh
S	W333614137582-P	E3056	101	MV3336	05-Oct-2014 23:59	IN	SO		O POS

Segment/r, roperly attached (RBC's)
 Products maintained at appropriate temperatures:
 RBC's 1-6 C; Platelets 20-24 C; Plasma <18 C
 I certify that the above conditions have been met.
 Signature Jennifer Allen
 Date/Time 10-6 07:50



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Transfer process

- Process must include documentation related to acceptable product similar to shipments.
 - Hospital transferring units:
 - Create a packing slip and Certify for Reissue
 - Key information
 - Unit number
 - Product code
 - Blood Type
 - Expiration date
 - Date and Time of transfer in military time
 - Shipped from (Hospital Name, address, phone, fax, point of contact)
 - Receiving (Hospital Name, address, phone, fax, point of contact)
 - Inspected and packed by (initials of tech)
- **FAX or email to appropriate distribution hub ASAP**



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Transfer process

- Receiving Hospital **MUST**:
 - **Document in order for us to process**
 - Temperature upon shipping and receipt
 - Tech initials
 - Date/time
 - Document as acceptable or unacceptable
 - FAX or email to appropriate distribution hub ASAP
- This process ensures the necessary information is available for billing accuracy and trackability of products.



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Thank you



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