Document History:

Title: Receipt of Blood Components **Site(s): All DSM sites**

Document #:	**160-INV-07b**	**Version #:**	**02**
Section:	**Manitoba Transfusion Quality Manual for Blood Banks**	**Subsection:**	**INV Module**

Approved by:	C Musuka	**Written By:**	TM Discipline Team
Signature:			
Date:	31-JAN-2017	Date:	March 2011

#	Details of Revisions:	Approval:	Date:
1	• Document # changed from 160-INV-09 to 160-INV-07b. • The changes described below reflect the changes from 160-INV-09 V02 to new document # 160-INV-07b V01. • 4.1.6.1 added bullet to notify ward if applicable • 5.5 new for patient specific units • 6.3 first note revised Trace Line procedures to refer to	C Musuka	18-APR-2013
2	• 4.0 revised throughout to update with current process • 5.0 revised to reflect changes in 4.0 • 6.3 revised with current process • 6.5 new	C Musuka	31-Jan-2017
3			
4			
5			

Receipt of Blood Components

1.0 Principle

Refer to INV Procedure- Receiving Blood, Blood Components and Plasma Protein Products (Derivatives)

2.0 Scope and Related Policies

Refer to INV Procedure- Receiving Blood, Blood Components and Plasma Protein Products (Derivatives)

3.0 Materials

Refer to INV Procedure- Receiving Blood, Blood Components and Plasma Protein Products (Derivatives)

4.0 Procedure

***Note**: For Trace Line Sites refer to Trace Line Procedures:*

- *Receipt of Blood, Blood Components and Plasma Protein Products- Derivatives (from CBS) in Trace Line*

4.1 Ensure there is a security seal on the shipping box.

4.1.1 If a security seal is not present;

- If shipped directly from a DSM blood bank/DSM BTS or the blood supplier (CBS), contact the shipper immediately, quarantine the product while investigated. Refer to procedural notes 6.1 and 6.3.
- If the box was transported with a patient and there is no documentation indicating the box was opened en route by authorized personnel; then contact the shipper immediately, quarantine the product while investigated. Refer to procedural note 6.4

4.2 Remove security seal, obtain packing slip and verify that the time from packing to unpacking of the shipment does not exceed 24 hours.

- The time and date of packing for transport is recorded on the shipping box label and/or packing slip(s) or INV Form- Inter-Facility Blood, Blood Component and Derivative transfer
  - If time exceeds 24 hours, contact the shipper immediately and quarantine product while investigated. Refer to procedural notes 6.2 and 6.3

4.3 Obtain receipt label; attach to packing slip and complete required documentation on label as performed

4.4 Open the shipping containers one at a time and inspect the packing of the blood component inside.

- All Plasma and Cryoprecipitate will be received frozen from CBS
- Non Trace Line site may receive patient specific thawed plasma from a Trace Line testing site
- Appropriate packing configuration will vary depending on plasma component received and shipping containers used. Refer to procedural note 6.5
- If packing configuration unsatisfactory; contact the shipper immediately, quarantine the product while investigated. Refer to Procedure note 6.3.

4.4.1 If shipment has data logger enclosed proceed to:

- Remove temperature data logger from box and record date and time of unpacking on shipping container tracking form (F160-QCFORM-38)
- Retrieve data from data logger and verify shipping temperature during shipment
- Refer to INV Procedure: Temperature Verification in Blood and Blood Component shipments: Use of Temperature Data Logger and Download of Data Files

4.0 Procedure Cont'd

4.5 Perform temperature on receipt: **Only required** for shipments of thawed plasma or platelets with data logger enclosed
- Acceptable temperature for thawed plasma is between 1°C and 10°C
- Acceptable temperature for platelets is between 20°C and 24°C for platelets
- If temperature unsatisfactory; contact the shipper immediately, quarantine the product while investigated. Refer to procedure note 6.3
- If temperature upon receipt is not required; document "N/A" in appropriate area on receipt label

4.6 Remove the blood components and account for all units in the shipping by verifying unit numbers against packing slip
- If there are any discrepancies, contact the shipper immediately, quarantine the product while investigated. Refer to Procedure note 6.3

Note: *Place into acceptable storage*

4.6.1 For patient specific thawed plasma or platelets also:
- Verify information on blood bag label to ROT and tag attached to unit
- Notify clinical ward of receipt, if applicable
- Ensure ROT remains with each unit
- If CBS/ BTS patient report received; verify information on report to ROT, tag attached to unit, and packing slip. Also ensure copy of report is sent to clinical ward

4.7 Visually inspect each unit. Refer to INV Procedure- Visual Inspection of Blood, Blood Components and Derivatives.
- If visual inspection unsatisfactory; contact the shipper immediately, quarantine product while investigated. Refer to procedural note 6.3

4.8 Confirm all blood components requested was received by verifying against applicable CBS/DSM order form
- If any units with special attribute(s)/modifiers were requested; ensure requirements are documented on the blood bag label. This includes Irradiated/Anti-CMV negative/IgA deficient
- For Trace Line sites if applicable reserve units. Refer to Trace Line procedure: Reserve/Cancel Reservation of Blood, Blood Components and Derivatives in Trace Line

4.9 Place blood component in appropriate storage location as follows
- For frozen plasma components place in blood bank freezer
- For thawed plasma place in blood bank fridge
- For platelets place in platelet incubator/agitator
  - For sites without a platelet incubator/agitator; platelets must remain in shipping box until issued
- Store frozen plasma components by expiration date to ensure that the oldest units will be selected first

4.10 For Non Trace Line sites document all required unit information in blood bank log from packing slip
- For patient specific thawed plasma or platelets; also document required patient information in blood bank log from BTS patient report if received

4.11 For Trace Line proceed to enter in Trace Line. Refer to Trace Line procedure: Receipt of Blood, Blood Components and Plasma Protein Products- Derivatives (from CBS) in Trace Line

4.12 Retain the packing slip and CBS/BTS patient report if received in appropriate location in blood bank/BTS

4.13 With the shipping box; remove shipping labels, leave packing in box (gel packs/foam insert/dry ice) and return to supplier as per established procedure

5.0 Reporting

5.1 Ensure all required documentation is completed on receipt label and/or INV Form- Inter-Facility Blood, Blood Component and Derivative transfer

5.2 For Non- Trace Line sites ensure all required receipt information (both unit and patient) is completed in blood bank log

5.3 Ensure appropriate customer feedback form (DSM or CBS) is completed for any shipments with issues

5.4 Ensure a DSM Non Conformance in Intelex is completed on any shipments with issues received from a DSM site

6.0 Procedural Notes

6.1 When blood components are received without an intact security seal the shipper may recommend the following:

- If shipped by a public transport system such as Greyhound Bus Lines, airline or taxi, consult Medical Director then discard the product
- If shipped by a designated facility transport such as air ambulance, facility driver, family member, the shipper in consult with the receiving facility may consider authorizing release of the product

6.2 Product(s) that have been transported in a shipping container for longer than 24 hours should be discarded, as proper storage temperature cannot be guaranteed.

6.3 If product deemed unsuitable for use by receiving site/ shipper

6.3.1 If product designated for specific patient contact attending physician or nurse practitioner immediately

6.3.2 Document as received

6.3.3 Discard or return to the blood supplier (as appropriate after investigation/consultation)

- Document reason for discard/return on packing slip and in the appropriate blood bank log/ Trace Line.

Note: *For Trace Line sites refer to appropriate Trace Line Procedure: Handling Discarded/Expired/Recalled Blood, Blood Components and Derivatives in Trace Line*

6.3.4 In extenuating circumstances (product irreplaceable/urgent need for product), consult with supervisor for further direction.

- Acceptance of blood component that does not meet receiving requirements must be authorized for use by the BTS Medical Director or designate/TM Physician on call
- Authorization must be documented on the packing slip and in the appropriate blood bank log.

6.3.5 Complete appropriate Customer feedback form and fax to supplier.

- If received from DSM site complete INV form: DSM Customer Feedback form
- If received from CBS complete CBS Hospital customer feedback form (Winnipeg) available on CBS website, hospitals, customer service, feedback and survey at:

  https://blood.ca/en/hospitals/feedback-and-surveys

6.3.6 Reorder product from supplier

6.3.7 If received from DSM site complete DSM Non Conformance in Intelex

6.0 Procedural Notes Cont'd

6.4 If units were transfused to a patient en route, the transfusion information should be recorded on INV Form- Inter-Facility Blood, Blood Component and Derivative transfer or on Record of Transfusion (ROT) for units issued from Trace Line sites.

- If the units were documented as sent but not received and disposition was not recorded on INV Form- Inter-Facility Blood, Blood Component and Derivative transfer or on Record of Transfusion (ROT); then an investigation must be done to determine if the units were transfused.

6.5 Appropriate packing configurations vary and is dependent if product received from CBS or DSM site and shipping containers used

- For acceptable packing configuration for thawed plasma and platelets received from DSM sites refer to INV Procedure: Inter-Facility shipping of Blood, Blood Components and Plasma Protein Products (Derivatives)
- For CBS insulated shipping containers, see CBS customer letter 2017-03 at : https://blood.ca/en/hospital/customer-letters