Document History:

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

Document #:	**160-INV-07a**	**Version #:**	**03**
Section:	**Transfusion Quality Manual for Blood Banks**	**Subsection:**	**INV Module**

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Signature:

Date: 01-FEB-2017 Date: March 2011

#	Details of Revisions:	Approval:	Date:
1	• Document # changed from 160-INV-08 to 160-INV-07a. • The changes described below reflect the changes from 160-INV-08 V02 to new document # 160-INV-07A V01. • 4.1.6.1 added bullet to notify ward if applicable • 4.1.8.3 new 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	• If box packed by CBS it is acceptable for the box to have more than 10 units as per CBS policy	C Musuka	05-AUG-2015
3	• 4.0 revised throughout to update with current process • 5.0 revised to reflect changes in 4.0 • 6.3 revised with current process • 6.6 new	C Musuka	01-FEB-2017
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Receipt of Blood

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)
Refer to INV Procedure- Temperature Check of Blood and Thawed Components on Receipt

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*
- *Handling in Trace Line: Receipt of Inter-Facility Shipment of Blood, Blood Components and Derivatives*

4.1 Upon receipt of blood ensure there is a security seal on the belt surrounding 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, 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

- For blood received by Inter-facility transfer from Non Trace Line sites only complete section B on INV Form- Inter-Facility Blood, Blood Component and Derivative transfer

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

- Appropriate packing configuration will vary depending if received from CBS or DSM site and shipping containers used. Refer to procedural note 6.6
- If packing configuration unsatisfactory; contact the shipper immediately, quarantine the product while investigated. Refer to Procedure note 6.3.
- If box packed by CBS it is acceptable for the box to have more than 10 units.

4.0 Procedure Cont'd

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

4.5 Perform temperature on receipt as required; depending if shipment received from CBS, by Inter-facility transfer or site policy. Refer to INV Procedure- Temperature Check of Blood and Thawed Blood Components on Receipt.
- 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 from the plastic bag and account for all units in the shipping by verifying unit numbers against packing slip, or INV Form- Inter-Facility Blood, Blood Component and Derivative transfer:
- If there are any discrepancies, contact the shipper immediately, quarantine the product while investigated. Refer to Procedure note 6.3

Note: *Ensure blood is placed into storage within 30 minutes of removal from shipping container.*

4.6.1 For Stock Emergency Red Cell received at Non- Trace Line sites also verify information on blood bag label to ROT and tag attached to unit

4.6.2 For patient specific crossmatched units including Autologous also:
- Verify information on blood bag label to ROT and tag attached to unit
- Verify information on CBS/BTS patient report to; ROT, tag attached to unit, and packing slip, or INV Form- Inter-Facility Blood, Blood Component and Derivative transfer.
- Notify clinical ward of receipt, if applicable
- Ensure CBS/BTS patient report is sent to clinical ward
- Ensure ROT remains with each unit
- For Autologous units also; ensure units are labelled "**For Autologous Use only"** and stored in designated/separate area of fridge

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 Remove and retain 2 segments from each unit of blood upon receipt or prior to transfusion as per facility policy.
- **Non-crossmatch facilities only**: Segments from patient specific red cell units must be stored in a controlled refrigerator for a minimum 7 days post-transfusion
- **Crossmatch facilities only**: Segments from emergency/ stock red cell units must be stored in controlled refrigerator for a minimum of 7 days past red cell unit's expiration
  - The rationale for using this method is to ensure segments are always available even if a donor unit is transfused on the day it expires

4.9 Confirm all blood requested was received by verifying against applicable CBS/DSM order form
- If any units with special attribute(s)/modifiers/phenotypes were requested; ensure requirements are documented on the blood bag label or on a tag attached to the unit. This includes Irradiated/Anti-CMV negative/Divided/Washed/IgA deficient. Refer to procedural note 6.5
  - 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

4.0 Procedure Cont'd

4.10 **Crossmatch facilities only**: Perform ABO/Rh confirmation testing on all units received.
- Place units in designated area in the blood bank refrigerator until the ABO/Rh confirmation testing is complete

4.11 Store red cell units in blood bank refrigerator
- Store units by expiration date to ensure that the oldest units will be selected first

4.12 For Non Trace Line sites document all required unit information in blood bank log from packing slip
- For patient specific crossmatched units also document required patient information in blood bank log from CBS/BTS patient report

4.13 For Trace Line proceed to enter in Trace Line. Refer to Trace Line procedures as applicable
- Receipt of Blood, Blood Components and Plasma Protein Products- Derivatives (from CBS) in Trace Line
- Handling in Trace Line: Receipt of Inter-Facility Shipment of Blood, Blood Components and Derivatives

4.14 Retain the following in appropriate location in blood bank/BTS
- Packing slip or INV Form- Inter-facility Blood, Blood Component and Derivative
- For patient specific crossmatched units copy of CBS/BTS patient report

4.15 With the shipping box proceed to
- Remove any ice packs and store in designated location in freezer (preferably -20°C).
- Remove any gel packs and store in designated location in fridge
- Remove shipping labels(s)
- Store in an appropriate location or return to blood 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 is 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, 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 site 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/INV Form- Inter-Facility Blood, Blood Component and Derivative transfer 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 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 or INV Form- Inter-Facility Blood, Blood Component and Derivative transfer 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

6.4 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 When phenotyped unit(s) are received:
- If the phenotype tag indicates the blood supplier has not confirmed the testing for the antigen(s), the donor phenotypes must be tested by the receiving BTS
- If the receiving BTS does not have the capability of testing for the phenotype, confirmed phenotypes must be ordered from the blood supplier

6.6 The appropriate packing configuration for blood will vary and is dependent if product received from CBS or DSM site and shipping containers used
- For blood received from CBS in regular blood box (J-82 shipping container) 2 ice packs will be used
  - Exception from Nov 1 to Apr 1 for shipments to facilities that cannot confirm room temperature storage during transport. Refer to CBS customer letter 2011-02 at: https://blood.ca/en/hospital/customer-letters
- For acceptable packing configuration for product received from DSM sites refer to INV Procedure: Inter-Facility shipping of Blood, Blood Components and Plasma Protein Products (Derivatives)
- CBS will be implementing new insulated shipping containers with new packing configuration. Refer to CBS customer letter 2017-03 at : https://blood.ca/en/hospital/customer-letters