



Kaiser Permanente Medical Center, San Francisco
Northern California Region

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Work Instruction

Title: TS Blood and Blood Products Daily Inventory

WI Number SFOWI-0022
Revision: 17

Department:
Immunohematology

Area:
2425 Geary Blvd SFO Hospital Lab

Document is in the Final Approval Process. 2 - approvals are required

Type of Document:
Work Instruction

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PURPOSE

To perform a daily shelf check of the blood and blood component inventory. When the stock levels reach the minimum stock level, an order should be placed. If there is a nationwide shortage, a modified inventory protocol will be initiated by the pathologist or designee.

PROCEDURE

Daily Inventory

A. Perform Daily Blood Inventory and Visual Inspection on Day Shift

1. Complete Daily Inventory Control form.
2. Determine blood products to order and to be delivered before 11 AM.
3. Enter order online using blood supplier's web ordering system.
4. Inspect units for abnormal color, hemolysis, clots, no segments, broken and expired.
5. Return short dated units for credit when applicable.
6. Discard expired units or return them as appropriate to blood supplier.

B. Bimonthly Inventory Reconciliation

1. Print Inventory Search by type. Alternate between printing frozen products (expired 365 days) and printing cellular products by type (expired 42 days) every two months.
2. Physically locate each unit on the printout.
3. Document discrepancy and the resolution on a Variance Log.
4. Submit the Variance Log to be reviewed by the supervisor.

C. The Transfusion Service will maintain an inventory of the following blood and blood components:

1. Red Blood Cell

ABO/Rh	Minimum Stock level	Special order CMV neg IRR
O POS	40	2
O NEG	16	2
A POS	20	2
A NEG	12	2
B POS	8	0
B NEG	0	0
AB POS	0	0
AB NEG	0	0

2. Fresh Frozen Plasma

Group	Minimum Stock Level
0	25
A	25
B	15
AB	20
Pedi FFP (Group AB)	3 (1 set)

3. Cryoprecipitate

Group	Minimum Stock Level
Pooled Cryo	20
Group AB random Cryo	2

4. Platelets Pheresis

Group	Stock level
Any	One per CV case up to 4 maximum plus two unassigned 4 on M-F day shift if no surgery Minimum 1 on holidays and weekends Minimum 2 on Swing and Night shifts

NOTE: Rh Neg platelets should be specially ordered for Rh Neg female patients of child bearing age scheduled for next day's surgery.

5. 1 unit sterile docked with 3 transfer bags for Large Volume Neonatal Transfusion

Group	Stock level
O NEG/O POS CPDA-1/CP2D (Additive Removed) <5 days CMV- IRR (HgbS- also if Exchange transfusion)	Order STAT when needed (If non-additive or fresh is unavailable, order washed pRBC)

6. Divided Quad Pack (4 packs) for babies < 1 years old

Group	Stock level
O NEG CPDA-1/CP2D (Additive	1 (4 aliquots)

Removed) < 21 days CMV- IRR (NOTE: Discard aliquots on the 21st day or 7 days before expiration for CPDA-1)

Order when only two aliquots left, or when more than one patient need transfusion, or when stock aliquots are 12 days from expiration

NOTE: When placing order, specify fresh within 5 days of collection date.

D. Inventory Requirements

1. Evening shift orders next day's stock platelets to be delivered before midnight if all in-house platelets are expiring midnight.
2. Each shift is responsible to replenish the platelet inventory as needed throughout the day.
3. Return platelets expiring the next day before 11 PM to blood supplier. Complete a cab voucher and call a cab. Perform Final disposition in the computer system for the platelets. Pack platelets according to *Transport and Storage of Blood Products* SOP and *Interfacility Transfer of Blood Components* SOP.
4. Stock minimum 1 platelet pheresis on weekends and holidays. Stock 2 platelet pheresis on Swing and Night shifts.
5. If group compatible platelets or cryoprecipitate is not available, other blood type is acceptable for adults. For other requirements, refer to *Platelet Transfusion* SOP.
6. For neonates, refer to *Neonatal Transfusion* SOP.
7. For special product such as washed cells, HLA and crossmatched platelets and dried platelets (except for neonates), refer to *Unusual Product Request* SOP.
8. In case of blood product shortage (platelets, O Neg or O Pos RBC etc), refer to *Notification of Blood Product Shortage* SOP.
9. Factor VIIa, VIII, IX, WinRho and RhoGam are ordered by the patient's physician from Pharmacy.
10. Document blood products order other than the daily inventory on the Blood Component Ordering Log.
11. Complete Blood Center of the Pacific Audit form.

REFERENCES

- A. AABB, Technical Manual, current edition, AABB, Bethesda, MD.
- B. AABB, Standards for Blood Banks & Transfusion Services, current edition, AABB, Bethesda, MD.

Associated Documents:

External Documents

Associated Documents:

SFOFCD-0208 -- TF0011 Swing Shift Daily Duties Checklist
SFOFCD-0216 -- BF0012 Daily Inventory Control
SFOWI-0070 -- TS-Interfacility Transfer of Blood Components
SFOWI-0069 -- TS-Transport and Storage of Blood Products
SFOWI-0060 -- TS-Work Priority for Technologists
SFOWI-0063 -- TS-Notification of Blood Product Shortage
SFOWI-0107 -- TS-Unusual Product Request Policy
SFOWI-0105 -- TS-Neonatal Transfusion

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Documents Generated:

First Approver's Signature

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Document History Section



DAILY INVENTORY CONTROL

DATE _____ Online ORDERS / fax to BCP: (415) 931-5168

Visual inspection of units performed by _____ BCP Dispensing Ph #: 415-567-2054

ATTN CLS: Arrange RBC with shortest outdate first, put yellow sticker 'USE FIRST' if less than 11 days.

Short dated RBC (within 10 days old)	ALL SPECIAL ORDERS --- CMV --- IRR --- ANTIGEN NEGATIVE --- STATS --- TO BE CALLED						Order CLS initial/time	Receiver initial/time
	Packed Cells	TOTAL	CROSSED	STOCK	MINIMUM	Special ORDER		
	O POS				40	Min. 2 units CMV - IRR in stock		
	O NEG				16	Min. 2 units CMV - IRR in stock		
	A POS				20	Min. 2 units CMV - IRR in stock		
	A NEG				12	Min. 2 units CMV - IRR in stock		
	B POS				8			
	B NEG				0			
	AB POS				0			
	AB NEG				0			

Fresh Frozen Plasma	STOCK	MINIMUM	CRYOPOOR FP SPECIAL ORDER	ORDER	Rec'd
O		25			
A		25			
B		15			
AB		20			
Pedi FFP (Gp AB)		3 (1 set)			

Cryoprecipitate	STOCK	MINIMUM	ORDER	Rec'd
Pooled Cryo		20		
Gp AB random Cryo		2		

Platelets PHERESIS	STOCK	MINIMUM (M-F)	ORDER	Rec'd
			4 if no SX on day shift (1 on holidays/ weekends 2 on Swing & Night)	
NOTE: Swing shift orders 1 per CV up to 4 plus 2 unassigned				

DIVIDED QUAD PACK	DIVIDED QUAD PACK (split into 4 aliquots from a single unit) O NEG, CPDA1 or CP2D (Additive Removed), CMV- IRR, less than 21 days old FOR BABY Tx up to 1 yr old				
	STOCK	MINIMUM	NOTE	ORDER	Rec'd
O Neg		1	Destroy aliquots when they are 21 days old (or 7 days before expiration for CPDA-1)	When only two aliquots left, or when more than one patient need transfusion, or when stock aliquots are 12 days from expiration - Specify freshest possible within 5 days old	

Comments: