

**PURPOSE**

To perform a daily shelf check of the blood and blood component inventory. When stock levels dip below the minimum level, an order should be placed. A modified inventory protocol may be initiated during blood product shortage.

**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	50	2
O NEG	16	2
A POS	30	2
A NEG	15	2
B POS	10	0
B NEG	2	0
AB POS	0	0
AB NEG	0	0

2. **Fresh Frozen Plasma**

ABO	Minimum Stock Level
0	30
A	30
B	20
AB	25
Pedi FFP (Group AB)	3 (1 set)

3. **Cryoprecipitate**

ABO	Minimum Stock Level
Pooled Cryo (Any ABO)	30
Group AB random Cryo	2

4. **Platelets Pheresis**

ABO	Stock level
Any	Swing shift orders 7 units for next day SX M-F 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**

ABORh	Stock level
O NEG/O POS CP2D (No Adsol) <b>less than 5 days</b> CMV- IRR (HgbS- also if Exchange transfusion)	Order STAT when needed (If non-additive or fresh is unavailable, order washed pRBC)

**NOTE:** When placing order, specify '**No Adsol**' and fresh within 5 days of collection date.

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

ABORh	Stock level
O NEG CP2D (No Adsol) or AS3 (when CP2D is not available) <b>less than 21 days</b> , CMV- IRR (NOTE: Discard aliquots on the 21 <sup>st</sup> day or 7 days before expiration for irradiated RBCs)	1 (4 aliquots) 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 '**No Adsol**' and 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 Supplier 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.