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Transfer and/or Shipment of Blood Products - Blood Bank

Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

This document provides policies and guidelines that apply when blood products are transferred to sister sites, or shipped to outside hospitals or blood suppliers.

II. CLINICAL SIGNIFICANCE:

A. The Blood Bank must have a process to confirm that blood products being transferred or shipped to facilities are handled, stored, and transported in a manner that prevents damage, limits deterioration, and meets transport temperature requirements. Temperature requirements during transport of blood products differ from temperature requirements during storage as the process of transporting blood products is considered short term. Validated transport containers (boxes, coolers) and coolants allow for blood products to trend towards the required temperatures during transport.

B. It is the responsibility of the facility shipping a biologic or infectious material to properly classify, package, label, and document the substance being shipped as described throughout this document. It is also the responsibility of the shipping facility to ensure that all blood products are identified and traceable.

III. POLICIES:

A. **Documentation in the BBIS (Blood Bank Information System)**
To ensure that all blood products are traceable, blood product transfers are documented in the computer.

1. Products ***transfered within*** the Corewell Health system will be documented as described in *Safetrace (Blood Bank) Application; Transfer Products.*

2. *Products **transferred outside** of the Corewell Health system will be documented as described in Safetrace (Blood Bank) Application; Create Shipments*
3. The *Downtime Product Transfer-Shipment form* must be completed and sent with any transfers or shipments when the BBIS is not available.

B. **Additional Documentation of Blood Product Transfers**
Depending on the original blood supplier a supplier transfer form may need to be documented for all permanent blood product transfers from this facility to another facility.

1. American Red Cross (ARC)
    a. Transfers are completed via the *Blood Hub* website and must be done immediately.
2. Versiti Blood Service
    a. When transferring products, the check digits of the donor number should be documented on the form if possible.
    b. With modified products such as thawed plasma or irradiated RBC, the original (pre-modification) product codes and expiration dates must be used.
    c. To determine the pre-modification code, the technologist may:
        i. Review the modification tab under Search Inventory > Modification > click the irradiation or thaw modification. This will show the original product code.
        ii. Refer to the Job Aids: *Irradiated Product Credit* and *Examples for Documenting Transfer Forms* for additional information.
    d. Complete a Versiti Transfer form.
3. Outside Hospitals Blood Banks (not Corewell Health East)
    a. When transferring blood products to an outside hospital, a transfer form from the applicable blood supplier must be completed depending on the source of the product.
4. Corewell Health West /South
    a. Components transferred to Corewell Health West or South Blood Banks are recorded on a Versiti Transfer form.

C. **Visual Inspection of Blood Products**

1. Each blood product must be visually inspected before it is transferred to an outside source. The visual inspection is documented in the BBIS. In the computer, the visual inspection box is clicked if it passes the visual inspection.
    a. If the visual inspection is unsatisfactory, the product should not be transferred to the outside facility but should be placed into quarantine or discarded. Refer to Transfusion Medicine policy, Visual Inspection of Blood Products - Blood Bank for additional information.

D. **Blood Product Exchanges for Irradiation Purposes**

In some cases, other Corewell Health East Blood Banks may transfer a blood product to either Dearborn or Royal Oak Blood Bank for irradiation, and then Dearborn or Royal Oak transfers the product back after irradiating it.

1. This process is technically not a permanent transfer of blood products; it is only a temporary exchange therefore, however the component transfer will still be documented in the BBIS.

E. **Discard or Quarantine of Blood Products**
Any blood product that is not suitable for transfusion or that has an unsatisfactory visual appearance must be discarded. If a technologist has any concerns about whether a blood product is suitable for transfusion, then the blood product should be placed into quarantine. For additional information, refer to Transfusion Medicine policy, Blood Product - Quarantine or Discard.

F. **Transport Temperatures / Coolants**

1. For liquid RBCs, liquid plasma and thawed plasma, the container should have sufficient refrigeration capacity to maintain a temperature range of 1°C to 10°C. Bagged, wet ice is used as a coolant.
2. For platelets, the container should allow for the maintenance of a temperature range of 20°C to 24°C. Room temperature gel packs are used to help maintain this temperature range.
3. For frozen blood products, the container should have sufficient refrigeration capacity to maintain the frozen state. Dry ice is used as the coolant. Dry ice must be handled as described in the Corewell Health Laboratory procedure, Dry Ice Handling.

G. **Packaging and Labeling of Containers used to Transfer Blood Products to an Outside Facility**

1. The shipping container should be labeled with the shipping origin and destination.
2. Blood products must be shipped at the appropriate temperature as per section III.F. above.
3. Blood products should be transported only in qualified containers. Only blood product containers that have been supplied by one of our blood suppliers should be used to transport blood products from this facility to any other facility. Shipments containing biologic or infectious material must be packaged and labeled based on the material's classification. Blood products intended for transfusion are classified as exempt human specimens because they generally do not contain infectious substances or are unlikely to cause disease in humans. The following packaging instructions and labeling requirements apply:
    a. Each blood product must be contained in a leak-proof primary receptacle (the blood bag).
    b. The group of blood products must be contained in leak-proof secondary packaging (plastic bag).
    c. The outside packaging of the shipment should be of adequate strength for its capacity, mass, and intended use (the transport box).
    d. For liquids, absorbent material must be placed between the primary receptacles (the blood bags) and the secondary packaging. The amount of

absorbent material must be sufficient to absorb the entire contents, so that in the event of breakage the outside packaging is not reached by the liquid.

e. For shipments containing dry ice, the outer box should be marked with "carbon dioxide, solid" or "Dry ice." The outer container must allow for the release of carbon dioxide gas.

H. **Ability of the Outside Facility to Accept Blood Products from a Supplier**
Before transferring a blood product to an outside facility, verify that the facility can accept a blood product that was collected by the applicable blood supplier. For example, the outside facility should have an agreement with the applicable blood supplier.

IV. EQUIPMENT / SUPPLIES:

A. Shipping container / box

B. Appropriate coolant (bagged wet ice, gel packs, or dry ice)

C. Absorbent material (for shipments of liquids)

D. Transfer forms (depending on the original blood supplier)

V. QUALITY CONTROL (QC):

A. Quality control of the shipping temperatures for blood products is performed quarterly in accordance with Transfusion Medicine policy, Shipping Container Temperature Monitoring.

VI. PROCEDURE:

A. Transfer between Corewell Health East Hospitals

1. Inspect components for acceptability.
2. Document the transfer of the components in the BBIS.
3. Complete the *Transfer Form*.
4. Place components in an acceptable shipping container with the appropriate coolant as described in packing instructions.
5. Place the *Transfer Form* in the box with the components.
6. Call the courier service
7. In the case of a computer downtime when the transfer cannot be completed in the BBIS, use the *Downtime Product Transfer-Shipment Form*.
    a. Recover the transfer when the BBIS is operational.
8. Do not submit any transfer documentation to the supplier. The billing will be handled by Corewell Health East Blood Bank staff.

B. Transfer to Corewell Health West/South

1. Inspect components for acceptability.

2. In the BBIS, transfer blood components to their destination.
3. Complete the Versiti Transfer Form and retain a copy.
4. Place components in an acceptable shipping container with the appropriate coolant as described in packing instructions.
5. Place a copy of the Versiti Transfer Form in the box with the components.
6. Call the courier service
7. In the case of a computer downtime when the transfer cannot be completed in the BBIS, use the *Downtime Product Transfer-Shipment Form*..
    a. Recover the transfer when the computer is operational.
8. Submit the transfer form to the supplier for credit.

C. Shipment to Non-Corewell Health Blood Banks
1. Inspect components for acceptability.
2. Document the transfer of the components in the computer system.
3. Complete the supplier Transfer Form and retain a copy.
4. Place components in an acceptable shipping container with the appropriate coolant as described in packing instructions.
5. Place a copy of the supplier Transfer Form in the box with the components.
6. Call a cab to request a pickup and delivery or have the requesting hospital call for delivery.
7. Submit the transfer form to the supplier for credit.
8. In the case of a computer downtime when the transfer cannot be completed in the BBIS, use the *Downtime Product Transfer-Shipment Form*..
    a. Recover the shipment when the BBIS is operational.

VII. NOTES:

A. In cases where the Blood Bank may require a credit for a blood product from the supplier for products not involved in a transfer the blood supplier should be contacted before submitting the form, to determine whether the blood product should be physically returned to the supplier. The appropriate form should be used to submit the credit.
1. For Versiti Blood products:
    a. Complete the Return Request on the Versiti website: https://partnerportal.versiti.org/hemacontrol/hospital
    b. If the website is not available, the Versiti Blood Product Return Form can be completed. If the product is not physically being returned mark the applicable box and indicate the credit/return reason in the comment box.
2. For products from other suppliers (i.e ARC), contact the original receiving hospital, usually Royal Oak or the blood supplier for instruction.

VIII. REFERENCES:

1. AABB, *Standards for Blood Banks and Transfusion Services*, current edition.
2. AABB, *Technical Manual,* current edition.
3. American Red Cross Work Instructions.
4. VERSITI Hospital Packing Instructions

Attachments

Downtime Product Transfer-Shipment Form (revised 10/15/24)

Transfer Form (revised 2/16/24)

Approval Signatures

Step Description	Approver	Date
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	Kristina Davis: Staff Physician	10/21/2024
	Masood Siddiqui: Staff Pathologist	10/21/2024
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Applicability

Dearborn, Farmington Hills, Grosse Pointe, Royal Oak, Taylor, Trenton, Troy, Wayne