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| **Returning Tissues to Supplier** | | | | | |
| **Purpose** | This procedure provides instructions for returning tissue products to the supplier. | | | | |
| **Policy Statements** | Tissue may only be returned to supplier upon their request or agreement. | | | | |
| **Procedure** |  | | | | |
|  | **Step** | Action | | | |
|  | 1 | Log into the Gateway choosing location: R for Mpls or SP for STP. | | | |
|  | 2 | Click on Blood Status Update folder. | | | |
|  | 3 | Click on the down arrow in box Update option and select Ship Out status. | | | |
|  | 4 | Scan or type unit number being ship out. Repeat for each additional product. | | | |
|  | 5 | Click the Submit button. | | | |
|  | 6 | Tab through date and time or enter information if not current. | | | |
|  | 7 | Type in Supplier code E.g. MTF, RTI, CTS, then Tab. | | | |
|  | 8 | Click on Yes if pass visual inspection or No if product does no pass visual inspection | | | |
|  | 9 | Enter free text Reason for ship-out. (e.g. MTF Recall) and click on Add. | | | |
|  | 10 | |  | | --- | | Click on Unit location and select either MIN or STP | | | | |
|  | 11 | Click on Continue button then Save. | | | |
|  | 12 | Pack the product(s) for transport according to supplier instructions requirements. | | | |
|  | 13 | Complete Supplier forms and forward copy to section technical specialist. | | | |
|  | 14 | Contact the courier and ship according to supplier instructions. | | | |
|  |  | | | | |
| **Approval**  **Workflow** | Transfusion Service/Technical Specialist | | | | |
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| **Historical Record** | **Version** | | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | | J. Wenzel | 10/01/2006 | Initial Version |
| 2 | | S. Cassidy/J. Wenzel | 11/18/2008 | Online Version |
| 3 | | S. Cassidy | 4/10/2012 | Previous TS 20.17. |
|  | 4 | | S. Cassidy | 07/12/2021 | Added steps for unit location for one HID |