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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 |

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| Click on Unit location and select either MIN or STP |

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|  | 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. |
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| **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 |