**BBBP 10.0-Quarantine and Destruction of Blood and Blood Products**

1. Principle

All blood products must meet acceptable guidelines prior to use. All blood products must be trackable and traceable from receipt to final disposition. There may be occasions of product damage, recall from the blood center or other questions concerning acceptability for patient use. This may lead to quarantine or destruction of the product.

# Specimen Collection and Preparation

N/A

# Equipment

N/A

# Supplies

1. Stericycle biohazard box
2. Red biohazard bag
3. Housekeeping flag with Stericycle label
4. B.A.S.K Cleanup Kit

# Reagents

N/A

## Quality Control

N/A

## Safety

Refer to Chemical Hygiene and Blood Borne Pathogen Plan for Memorial Hospital Laboratory.

For any major blood spill (i.e. broken unit), obtain a B.A.S.K Cleanup Kit, located in the component prep area of the blood bank, and follow directions on package.

## Procedure

**Moving Units to Inactive Status**

1. From the main desktop, choose *BBK Unit.*
2. Choose *Single* from the right hand menu bar.
3. Choose *Change Status* from the right hand menu bar.
4. Choose *Change to Inactive Status* from the center menu.
5. Scan the unit barcode number.
6. At New Status field, press F9 (look-up) key or type desired mnemonic.
   1. DEST – destroyed; use when destroyed by Stericycle
   2. QUAR – quarantined; use when questions concerning acceptability of unit
   3. FS3 – final status #3; use to remove units from active inventory if they do not fit into any of the above categories
7. Enter past workload function
8. Include all associated units:
   1. If a recall from the blood center, answer Y.
   2. All other units, answer N.
9. Include all components/aliquots?
   1. If a recall from the blood center, answer Y.
   2. All other units, answer N.
10. Include pooled units?
    1. If a recall from the blood center, answer Y.
    2. All other units, answer N.
11. Enter to the Comment section and type Y
    1. If a canned comment is required and/or available, press F5 and type the mnemonic of the desired comment. Complete the required sections of the canned comment.
       1. DISCPRODCT – Discard Products by Stericycle, use when products are placed in box for destruction.
       2. RECALLUNIT – Unit Recalled by Blood Center, use to document recall information in the computer system
    2. If no canned comment available, enter explanation by free text, including date and initials.
12. Press F12 key to change status.

**Return to Prior Status**

1. If it is determined by the blood center or blood bank management that a quarantined unit is acceptable for use:
   1. From the main desktop, choose *BBK Unit*
   2. Choose *Single* from the right hand menu bar.
   3. Choose *Change Status* from the right hand menu bar.
   4. Choose *Return to Prior Status* from the center menu.
   5. Scan the unit barcode number.
   6. In the Prior Status field:
      1. Press the F9 (look up) key to display all prior statuses
      2. Choose the appropriate status.
      3. Press F12 to save.
   7. Edit comments – Enter Y and free text the reason for the status change.
   8. Press F12 key to file.

**Destruction of Products by Stericycle**

1. Prepare biohazard box and place in component preparation area, if necessary.
   1. Retrieve a flattened box from the storage closet.
   2. Securely tape the bottom of the box and place a large red plastic bag inside.
   3. Securely attach a Housekeeping Flag with the Stericycle number to the box in the customer label area
      1. For additional boxes or numbers, contact Housekeeping department.
2. Ensure that product status has been changed in hospital computer system. (See above)
3. Document unit on the Record of Destruction form and place in Stericycle box.
   1. Ensure that the Stericycle Box number is documented on the form.
   2. Record the following:
      1. Unit Number/Lot Number (Therapeutic phlebotomy will have a Memorial accession number)
      2. Component abbreviation (i.e. PRBC, FFP, etc.)
      3. Indicate originating blood center by placing a checkmark in the appropriate box.
      4. If a therapeutic product, record patient name.
      5. Indicate reason for destruction by placing a checkmark in the appropriate box.
      6. Date and initials of personnel placing unit in box.
4. When box is 2/3 full:
   1. Twist red bag and tie in one (1) knot.
   2. Close and securely seal flaps of box using packing tape.
   3. Document date box closed on:
      1. Record of Destruction form
      2. Regulated Waste label found on the housekeeping flag.
   4. Contact Housekeeping department for a box pickup.
5. Record a “check date” 3 business days from close date on the Record of Destruction.
   1. Place the form(s) in the incomplete file in the appropriate date.

## Reporting Results

1. Retrieve the Record of Destruction form(s) from the incomplete file and compare the listed box number with that listed on the manifest.
   1. Copy of the destruction manifest should be received within 3 business days of box pickup.
   2. If not received, contact housekeeping department.
2. Document the manifest number on the Record of Destruction form(s) in the designated area.
3. Document destruction of each unit in the hospital computer system.
   1. Edit units according to BBBP 4.0-Entering Blood, Blood Products and Tissues into the Blood Bank Meditech System.
   2. Enter the comment section of each unit and document the manifest number and tech initials in the canned comment.
   3. Document computer entry on the Record of Destruction form(s).
4. Submit all forms to supervisor or designee for review.

## References

* 1. Standards for Blood Banks and Transfusion Services, AABB, 27th Edition, 2011, Std. 5.1.6.1, 5.1.6.2 & 10.3, Bethesda, MD.
  2. Technical Manual, AABB, 17th Edition, 2011, pg. 286, Bethesda, MD.
  3. Meditech Operator Manual.

**PROCEDURE AND FORM CHANGE CONTROL**

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| Title: BBBP 10.0-Quarantine and Destruction of Blood and Blood Products | | | | | | | | | | |
| Written | | **Validated** | | **Path Review** | | **Review** | | **Effective** | | **Reason for Revision** |
| Date | **By** | **Date** | **By** | **Date** | **By** | **Date** | **By** | **Date** | **By** |
| **2/7/11** | **PAB** | **2/7/11** | **GJM** | **2/9/11** | **ESB** |  |  | **2/15/11** | **PAB** |  |
| **Revised** |  |  |  |  |  |  |  |  |  |  |
| **8/20/12** | **PAB** |  |  | **8/21/12** | **ESB** |  |  | **8/25/12** | **PAB** | Update for new LIS  Added blood spill cleanup  Returned from lab safety manual |
|  |  |  |  |  |  | **4/4/13** | **PAB** |  |  |  |
|  |  |  |  |  |  | **4/1/14** | **PAB** |  |  |  |
| **1/21/15** | **JLH** |  |  |  |  |  |  | **1/21/15** | **JLH** | Removed references to autologous units and PHESt |
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Location of any copy(s) of the procedure:

**Out of use:**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Reason:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**