This Policy and Procedure is applicable to:

- ☐ Memorial Group, Inc.
- ☑ Memorial Hospital – Belleville
  - Department Specific _Laboratory_____
- ☑ Memorial Hospital East
  - Department Specific _Laboratory_____
- ☐ Memorial Care Center
- ☐ Memorial Medical Group

Policy No.: **BBBP 11.1**
Effective Date: 10/9/15
Supersedes: BBBP 11.0 v1
Reviewed: **2/10/15**
Revised: 10/9/15
Administrator: Jennifer Harris
Signature **See Document Control Form**

Returning Issued Blood and Blood Products to the Blood Bank

1) Principle

There may be occasions where issued products need to be returned to the blood bank for storage or discard. Criteria must be met in order for the product to be made available for further use.

2) General Policies

1. The following criteria must be met in order for the product to be made available for further use:
   a. Product has NOT been entered.
   b. Label has NOT been defaced or altered in any way.
   c. Product NOT issued in a transporter must have not had a temperature excursion as indicated by the Genesis Timestrip®
   d. Products issued in a transporter must:
      i. Be returned within 10 hours of issue or have evidence of being moved to a new transporter.
      ii. Have evidence of proper temperature maintenance per the Genesis Timestrip®.
2. If return criteria is not met, product should be discarded.
   a. Any deviation from these criteria must be discussed with supervisor or pathologist prior to reissue of the product.
3. Thawed Plasma cannot be returned to blood bank once it has left the blood bank in any manner.

3) Specimen Collection and Preparation

N/A

4) Equipment

1. Calibrated thermometer

5) Supplies

1. Genesis Timestrip® Blood Temp 10 strip

6) Reagents

N/A

7) Quality Control

N/A

8) Safety

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

9) Procedure

1. Inspect returned product to determine acceptability of return.
    a. Refer to Appendix A: Table of Acceptability Check for acceptability.
    b. If product does **not** meet the requirements for acceptability, unit must be discarded.
        i. Refer to *BBBP 10.0-Quarantine and Destruction of Blood and Blood Products*.
    c. If unsure about acceptability, place in quarantine physically and electronically and defer to supervisor or designee for assistance.
        i. Refer to *BBBP 10.0-Quarantine and Destruction of Blood and Blood Products.*
    d. If product is acceptable for return to inventory, continue to next step.
2. Remove Genesis Timestrip® Blood Temp 10 strip from blood bag.
2. From the main desktop, open the *BBK Unit* desktop.
3. Choose *Issue* from the right menu bar
4. Choose *Release Issued Units*.
5. Scan the barcode unit number of the product being returned.
6. At the Remove Issue Order Group? prompt, type Y (yes).
7. At the Delete Charge for Product? prompt:
    a. If the patient has received none of the product, type Y (yes).

b. If patient has received some of the unit, investigate why unit returned and refer to appropriate procedure.

8. At the Cancel Product Order? Prompt:
   a. Type Y (yes), if:
      i. Unit was electronically crossmatched, or
      ii. Unit was AHG crossmatched, and
         1. Patient will not be needing anymore units, or
         2. Specimen is expired or expiring
   b. If additional blood is ordered by physician, place a new order in the MCare system.
   c. Type N (no), if:
      i. Unit was AHG crossmatched, and
         1. Specimen is still in-date
         2. Patient may still need unit
9. In the Unit Comment box:
   a. Using the F5 (get) key, type RETURNUNIT to enter the canned comment.
   b. Answer all the return questions down to the Appearance Check portion. See below

```
@                    Unit Return Criteria
@
@Unit entered?: N or Y
@Blood temperature indicator acceptable?: Y or N
@Tech:Jennifer L Harris  Date/Time returned:01/22/15 / 0917
@Appearance Check ACC/REJ:   Returned to inventory?:
@Tech performing Appearance Check:
```

   c. The parts highlighted should be entered as "Y" for yes or "N" for no.
   d. The underlined parts are automatically entered.
10. Press F12 key to file
11. Answer "Y" to Release? prompt.
12. Remove Timestrip® from all red cell blood products.
13. Discard Issue/Transfusion document.
14. Remove patient crossmatch label and Timestrip® from blood product and discard.
15. Place blood or blood product on appropriate quarantine shelf for a minimum of 30 minutes prior to completing appearance check.

Completing appearance check

1. After unit has been in quarantine for ≥ 30 minutes, a second tech should perform a second appearance check for acceptability.
2. To complete the appearance check:
    a. Refer to Appendix A: Table of Acceptability Check for acceptability
    b. From the main desktop, choose *BBK Units*.
    c. Choose *Single* on the right hand menu bar.
    d. Choose *Change Units* on the right hand menu bar.
    e. Choose *Edit Unit* from the center menu.
    f. Scan the barcode unit number of the product.
    g. Under the More Data tab, place the cursor in the comment area.
    h. Scroll to the appearance check area of the returned canned comment and answer questions appropriately. (highlighted parts below

```
@                    Unit Return Criteria
@
@Unit entered?:N
@Blood temperature indicator acceptable?:Y
@Tech:Jennifer L Harris  Date/Time returned:01/22/15 / 0917
@Appearance Check ACC/REJ:ACC   Returned to inventory?:Y
@Tech performing Appearance Check: SSA
```

    i. Click Save to file.
3. Place unit in appropriate storage unit.

10) References

a) Standards for Blood Banks and Transfusion Services, AABB, current edition, Bethesda, MD.
b) Technical Manual, AABB, current edition, Bethesda, MD.
c) Meditech Operator's Manual.

Appendix A: Table of Acceptability Check

Criteria	Acceptable	Unacceptable
Appearance	Red Blood Cells ❖ Red color ❖ Segments attached Platelets/Cryo ❖ Light to medium yellow ❖ Clear	Red Blood Cells ❖ Evidence of hemolysis or icterus in plasma ❖ Purple or brown coloration of cells ❖ Platelet clumping ❖ Gas bubbles Platelet/Cryo ❖ Brown or red color ❖ Turbidity ❖ Large fibrin strands or clots present ❖ Gas bubbles
Labels	Secure and unaltered	Detached, Defaced, and/or Altered in any way
Expiration Date	Original and/or revised expiration date acceptable	Expiration date and time has passed
Time and temperature	Red Blood Cells ❖ Transporter ➢ Returned before expiration of current transporter. ➢ Timestrip® acceptable ❖ No Transporter ➢ Returned ≤ 1 hour from time of leaving blood bank/issue. ➢ Timestrip® acceptable. Platelets ❖ Room temperature ❖ ≤ 24 hours from issue Cryo ❖ Room temperature ❖ Before expiration	Red Blood Cells ❖ Transporter ➢ Returned in expired current transporter, and/or ➢ Timestrip® unacceptable ❖ No Transporter ➢ Returned > 1 hour from time of leaving blood bank/issue, and/or ➢ Timestrip® unacceptable. Platelets ❖ Cool, warm, or evidence of being stored on ice or on a warmer of any kind, and/or ❖ > 24 hours from issue Cryo ❖ Cool, warm, or evidence of being stored on ice or on a warmer of any kind.

MEMORIAL

Returning Issued Blood Components to the Blood Bank

BBBP 11.1 **Effective Date: 10/9/15**

PROCEDURE AND FORM CHANGE CONTROL

Title: BBBP 11.1-Returning Issued Blood Components to the Blood Bank										
Written		Validated		Path Review		Review		Effective		Reason for Revision
Date	By	Date	By	Date	By	Date	By	Date	By	
8/6/10	PAB	8/9/10	GJM	8/27/10	ESB			9/1/10	PAB	
Revised										
1/12/11	PAB							1/12/11	PAB	Remove IT document
5/10/12	PAB	5/10/12	CPZ	5/13/12	ESB			5/15/12	PAB	Update for MCare system
8/29/12	PAB			8/30/12	ESB			9/6/12	PAB	Changed transporter time to 10 hours, clarified steps for MCare
11/13/13	PAB			11/14/13	ESB			12/9/13	PAB	Changed return from floor criteria to include HemoTemp.
						4/1/14	PAB			
1/21/15	JLH	2/9/15	KMS	2/9/15	ESB			2/10/15	JLH	Removed HemoTemp and added blood temp indicator. Added screen shots. Plasma can not be returned. Added time and temp clarification to appendix. Added doc control number. Changed blood temp indicator to Timestrip®
10/9/15	JLH			N/A	N/A			10/9/15	JLH	Added new headers and formatting.

Location of any copy(s) of the procedure:

Out of use:

Date:_____By:_____Reason:_____