



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 8.0 v1

**Effective Date:** 11/16/15

**Supersedes:** BBBP 8.0

**Reviewed:**

**Revised:** 11/18/15

**Administrator:** Jennifer Harris

**Signature** See Document Control Form

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## Issue and Transport of Blood and Blood Products

### Purpose

To provide instructions on issuing blood and blood products to patient care areas from the blood bank and guidance on how to transport them.

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### Background

Blood and blood products can be safely transported using the hospital pneumatic tube system. In order to track shipment and prevent loss of the products they will be sent only by badge secure transaction. Each red blood cell product will have a temperature monitoring device affixed prior to shipment. Identification of patient and blood product is a very important step in the issuing and transport process.

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### Specimen

NA

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### Materials

Reagents	Supplies	Equipment
NA	<ul style="list-style-type: none"><li>• Genesis Timestrip® Blood Temp 10 temperature label</li><li>• Large Biohazard plastic bag</li></ul>	<ul style="list-style-type: none"><li>• Pneumatic tube system</li></ul>

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### Quality

### Control

NA

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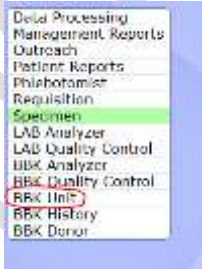

### Procedure


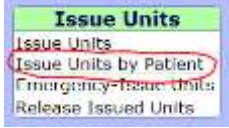
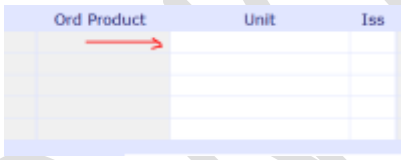

#### 1. Pre-Issue Steps

Step	Action
1	Ensure the patient care area has ordered a “Request Blood Product Delivery” in MCARE.  <i>NOTE: If the order is for an emergent need or for a transporter, see the appropriate corresponding procedure for how notification of transfusion need occurs.</i>

2	Ensure that the following have been performed:	
	<b>Step</b>	<b>Action</b>
	1	The product(s) have been ordered in MCARE.
	2	The patient information on the request for delivery matches the patient information on the order for blood products.
	3	An ABORh has been completed on the patient's encounter, indicated by the H# at the top of the request for delivery, in the last 72 hours.
	4	An antibody screen has been completed on the patient's encounter, indicated by the H# at the top of the request for delivery, in the last 72 hours.
3	Retrieve the assigned or crossmatched unit from storage.	
4	Retrieve the "Request Blood Product Delivery" order sheet from printer.	
5	Record on the "Request for Delivery of Blood Products" the following information from the patient's history screen in MCARE: a. Patient's antibodies, if applicable. b. Patient's special requirements, if applicable (CMV neg, IRR, HgbS neg, etc.)	
6	Verify that the blood product order matches the blood product retrieved.	
7	If blood product is a red blood cell product, activate and attach a Genesis Timestrip® Blood Temp 10 temperature sticker as described in <i>Use of Genesis Timestrip® Blood Temp 10 SOP</i> .	
8	All other blood products should be issued without temperature sticker attached.	

## 2. Issuing Units

Step	Action
1	From the main desktop in MCARE, open the <i>BBK Unit</i> desktop. 
2	Choose <i>Single</i> from the right menu bar. 

3	<p>Choose <i>Issue</i> from the right menu bar.</p> 
4	<p>Choose <i>Issue Units by Patient</i> from resulting menu.</p> 
5	<p>In the <i>Patient Name</i>:, type 1 of the following:</p> <ol style="list-style-type: none"> <li>The patient's name in the following format <i>Last Name,First Name</i></li> <li>The patient's M number in the following format <i>U#MXXXXXXX</i>.</li> </ol>
6	Select the correct patient by comparing all information available from the resulting list.
7	Select the correct admission by matching the H number on the "Request for Delivery of Blood Products" to the H number next to the patient's name in the list.
8	Press F12 to bypass the most recent laboratory results.
9	Available units will appear in a message window; compare the unit you selected to the list.
10	Click F12 or <i>Close</i> to bypass this screen.
11	<p>Scan the unit number barcode into the <i>Unit</i> field on the screen.</p> 
12	<p>The issuing information will fill in by default based on the log in, indicated by the red arrows below.</p> 
13	Press the <i>Enter</i> key until the cursor is in the <i>Messenger</i> field.
14	In this field, enter the location that you are physically sending the unit (ie. 1S, ICU, ER, etc)
15	Press enter to go down to the <i>Issue Location</i> field.
16	<p>Check to ensure that information in <i>Issue Location</i> field reflects where unit is actually going.</p> <ul style="list-style-type: none"> <li>- If unit is going to OR, type "H.OR"</li> <li>- If unit is going to PACU, type "H.PACU"</li> <li>- If unit is going to GI lab, type "H.GILAB"</li> </ul>



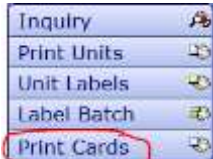
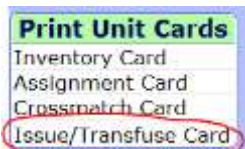

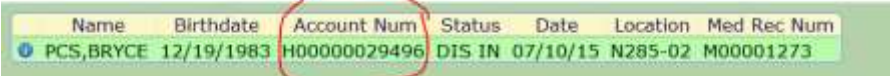
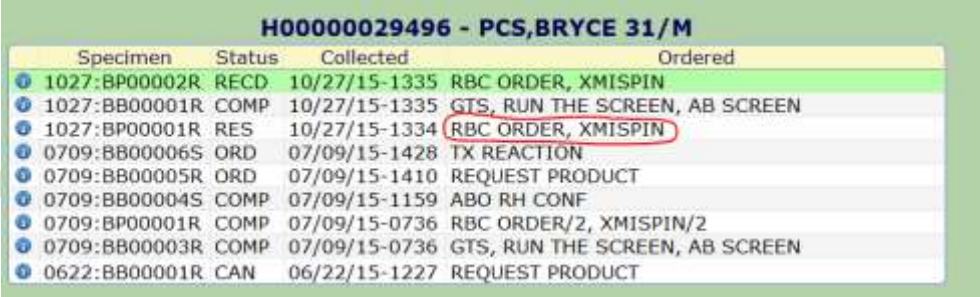
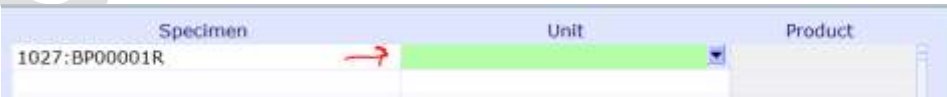
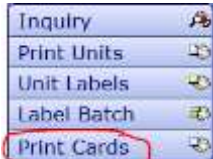
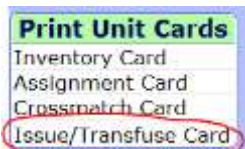

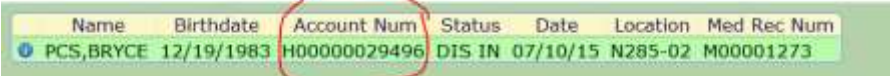
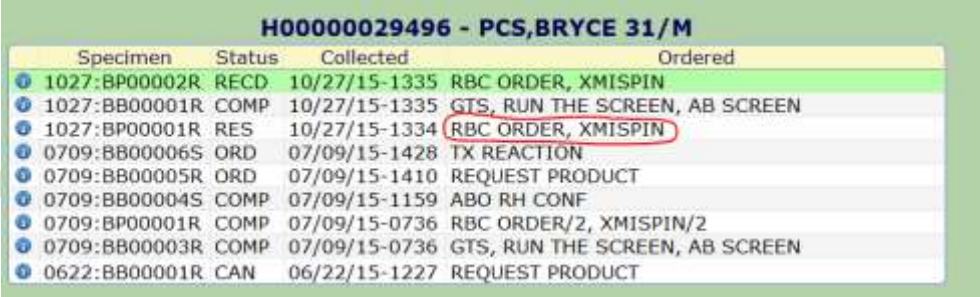
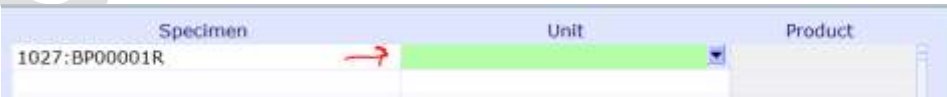
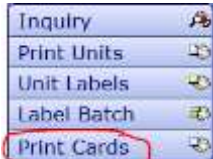
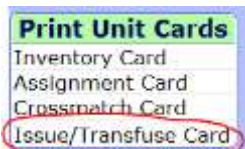

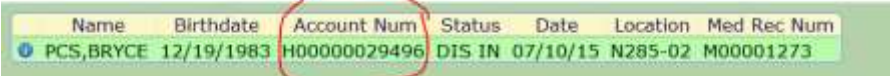
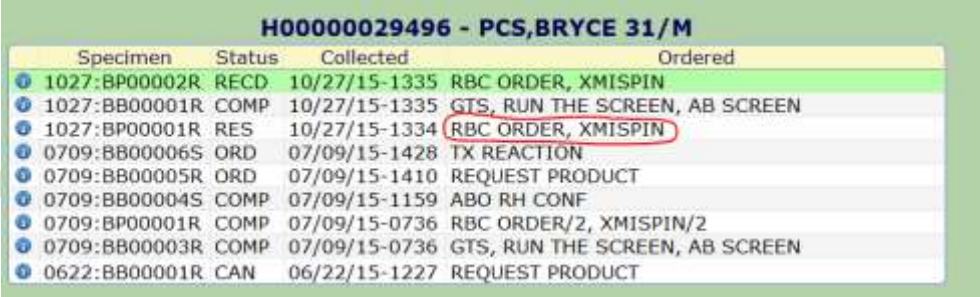
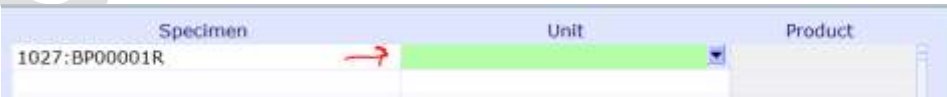
# **Issue and Transport of Blood and Blood Products** **BBBP 8.0 v1**

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17	Press the <i>Enter</i> key until the cursor reaches the <i>UNIT APPEARANCE ACCEPTABLE?</i> Field.
18	If the appearance of the unit meets the guidelines outlined in the appearance check chart, then type “Y” and then press enter.
19	If the appearance of the units doesn’t meet the guidelines for issue, then quarantine the unit and repeat the above steps starting from the “Pre-Issuing Steps” #3.
20	In the <i>FILTER ISSUED? – IF YES, ADD FILTER CHARGE</i> field, type “N”. <i>NOTE: Filters for transfusion are kept and maintained by nursing. There are no filters to be given out by blood bank.</i>
21	In the <i>Units Issued Comments</i> field, type any free text comments desired. <ul style="list-style-type: none"> <li>•If unit is being sent in a transporter, free text a comment indicating the id number of the transporter the unit was sent in.</li> </ul>
22	Click <i>Save</i> .
23	Click <i>No</i> in the <i>Enter Transfusion Data</i> dialogue box.
24	The “Issue/Transfusion” document should print on the printer.

## **3. Issue/Transfusion Sheet**

Step	Action						
1	<p>Locate on the “Request Blood Product Delivery” order, the <i>Pre-approved paper documentation</i> field. (Example below)</p> <div data-bbox="393 1190 1472 1625" data-label="Form"> <p>Memorial Medical Center</p> <p>BLOOD BANK</p> <p>Wade, James P</p> <p>5062-212274245600</p> <p>ADM IN</p> <p>2 Northeast: N285-02</p> <p>Ordered</p> <p>Allergies: Aspirin, Morphine</p> <p>Adverse Reactions:</p> <p>REQUEST BLOOD PRODUCT DELIVERY Routine</p> <p>Specimen Has been collected</p> <p>Start: 06/22/15 12:27</p> <p>Product to be Delivered Packed Red Blood Cells</p> <p><b>Pre-approved paper documentation Yes</b></p> <p>Ordered By: Wade, James P</p> <p>Entered By: [redacted] at 06/22/15 12:25 on [redacted]</p> </div>						
2	<p>Look at the answer to the above question:</p> <table border="1"> <thead> <tr> <th>If....</th><th>Then....</th></tr> </thead> <tbody> <tr> <td>The answer is “Yes”</td><td> <ul style="list-style-type: none"> <li>• Print off a second Issue/Transfusion sheet.</li> <li>• See step 3 for directions on how to print.</li> </ul> </td></tr> <tr> <td>The answer is “No” or is not present,</td><td>Proceed to section 4: Second Person Review</td></tr> </tbody> </table>	If....	Then....	The answer is “Yes”	<ul style="list-style-type: none"> <li>• Print off a second Issue/Transfusion sheet.</li> <li>• See step 3 for directions on how to print.</li> </ul>	The answer is “No” or is not present,	Proceed to section 4: Second Person Review
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3	To print a second Issue/Transfusion document:																										
	<table border="1"> <thead> <tr> <th data-bbox="373 415 462 457">Step</th><th data-bbox="462 415 1521 457">Action</th></tr> </thead> <tbody> <tr> <td data-bbox="373 457 462 499">1</td><td data-bbox="462 457 1521 499">Open the <i>BBK Units</i> Desktop as described above</td></tr> <tr> <td data-bbox="373 499 462 541">2</td><td data-bbox="462 499 1521 541">Click on <i>Single</i> on the right side of the screen.</td></tr> <tr> <td data-bbox="373 541 462 735">3</td><td data-bbox="462 541 1521 735"> Click on <i>Print Cards</i>   </td></tr> <tr> <td data-bbox="373 735 462 924">4</td><td data-bbox="462 735 1521 924"> Click on <i>Issue/Transfuse Card</i>   </td></tr> <tr> <td data-bbox="373 924 462 1071">5</td><td data-bbox="462 924 1521 1071"> Enter the patient's name and then press <i>Enter</i>.   </td></tr> <tr> <td data-bbox="373 1071 462 1207">6</td><td data-bbox="462 1071 1521 1207"> Choose the correct encounter by matching the H#.   </td></tr> <tr> <td data-bbox="373 1207 462 1554">7</td><td data-bbox="462 1207 1521 1554"> Choose the order that matches your blood product crossmatch.   </td></tr> <tr> <td data-bbox="373 1554 462 1690">8</td><td data-bbox="462 1554 1521 1690"> Scan the unit barcode into the <i>Unit</i> field.   </td></tr> <tr> <td data-bbox="373 1690 462 1732">9</td><td data-bbox="462 1690 1521 1732">Press F12 or click "OK".</td></tr> <tr> <td data-bbox="373 1732 462 1774">10</td><td data-bbox="462 1732 1521 1774">Choose the correct printer if not already in the field.</td></tr> <tr> <td data-bbox="373 1774 462 1816">11</td><td data-bbox="462 1774 1521 1816">Press F12 or click "OK".</td></tr> <tr> <td data-bbox="373 1816 462 1839">12</td><td data-bbox="462 1816 1521 1839">Click "Close" in the <i>End of report</i> dialogue box.</td></tr> </tbody> </table>	Step	Action	1	Open the <i>BBK Units</i> Desktop as described above	2	Click on <i>Single</i> on the right side of the screen.	3	Click on <i>Print Cards</i> 	4	Click on <i>Issue/Transfuse Card</i> 	5	Enter the patient's name and then press <i>Enter</i> . 	6	Choose the correct encounter by matching the H#. 	7	Choose the order that matches your blood product crossmatch. 	8	Scan the unit barcode into the <i>Unit</i> field. 	9	Press F12 or click "OK".	10	Choose the correct printer if not already in the field.	11	Press F12 or click "OK".	12	Click "Close" in the <i>End of report</i> dialogue box.
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#### 4. Second Person Review

► Non-laboratory personnel or laboratory personnel NOT trained in blood bank

Step	Action						
1	A second staff member must perform a second check or verification <b>BEFORE</b> any blood product is released to the patient care area for transfusion.						
2	Any Memorial Hospital/Memorial East Hospital employee is capable of performing the verification check.						
3	The blood bank tech will retrieve the issued unit, the “Request Blood Product Delivery” and the “Issue/Transfusion” sheet.						
4	The second person will be given the issued unit and Job Aid for second person review. See Appendix B.						
5	The second person will check: <ol style="list-style-type: none"> <li>1. The unit has a Genesis Timestrip® Blood Temp 10 temperature sticker attached to the unit and that it is activated.</li> <li>2. The unit has a crossmatch tag attached to it.</li> <li>3. The base label has not been defaced in any way.</li> </ol>						
6	<p>The second person will read the following while the blood bank personnel checks the following information against what is read:</p> <table border="1"> <thead> <tr> <th>The 2<sup>nd</sup> person will read the following</th><th>Blood bank personnel checks</th></tr> </thead> <tbody> <tr> <td> <u>From the front of the unit</u> <ol style="list-style-type: none"> <li>1. The donor unit number.</li> <li>2. The donor unit expiration.</li> <li>3. The donor unit ABO and Rh type.</li> <li>4. The type of unit (ex. Red Blood Cells, Irradiated Red Blood cells)</li> <li>5. If the unit is CMV negative or not.</li> <li>6. Any antigen typing results.</li> </ol> </td><td> <u>From the <i>Issue/Transfusion sheet</i></u> <ol style="list-style-type: none"> <li>1. The donor unit number.</li> <li>2. The donor unit expiration.</li> <li>3. The donor unit ABO and Rh type.</li> <li>4. The type of unit (ex. Red Blood Cells, Irradiated Red Blood cells)</li> </ol> <u>From the “Request Blood Product Delivery”</u> <ol style="list-style-type: none"> <li>1. Patient special requirements.</li> <li>2. Patient antigen negative requirements.</li> </ol> </td></tr> <tr> <td> <u>From the transfusion label attached to the unit</u> <ol style="list-style-type: none"> <li>1. The patient’s full name</li> <li>2. The patient’s date of birth</li> </ol> </td><td> <u>From the “Request Blood Product Delivery”</u> <ol style="list-style-type: none"> <li>1. The patient’s full name</li> <li>2. The patient’s date of birth</li> </ol> </td></tr> </tbody> </table>	The 2 <sup>nd</sup> person will read the following	Blood bank personnel checks	<u>From the front of the unit</u> <ol style="list-style-type: none"> <li>1. The donor unit number.</li> <li>2. The donor unit expiration.</li> <li>3. The donor unit ABO and Rh type.</li> <li>4. The type of unit (ex. Red Blood Cells, Irradiated Red Blood cells)</li> <li>5. If the unit is CMV negative or not.</li> <li>6. Any antigen typing results.</li> </ol>	<u>From the <i>Issue/Transfusion sheet</i></u> <ol style="list-style-type: none"> <li>1. The donor unit number.</li> <li>2. The donor unit expiration.</li> <li>3. The donor unit ABO and Rh type.</li> <li>4. The type of unit (ex. Red Blood Cells, Irradiated Red Blood cells)</li> </ol> <u>From the “Request Blood Product Delivery”</u> <ol style="list-style-type: none"> <li>1. Patient special requirements.</li> <li>2. Patient antigen negative requirements.</li> </ol>	<u>From the transfusion label attached to the unit</u> <ol style="list-style-type: none"> <li>1. The patient’s full name</li> <li>2. The patient’s date of birth</li> </ol>	<u>From the “Request Blood Product Delivery”</u> <ol style="list-style-type: none"> <li>1. The patient’s full name</li> <li>2. The patient’s date of birth</li> </ol>
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	<ul style="list-style-type: none"><li>3. The patient's H number (Account number)</li><li>4. The interpretation of crossmatch where it says "Comp?" read "Y" or "L". If unit is a plasma product, this will be blank.</li></ul>	<ul style="list-style-type: none"><li>3. The patient's H number (Account number)</li></ul> <p><i>NOTE: The blood banker will make sure that the interpretation read aloud is "Y" and if not, they are aware of the reason before releasing the unit to the patient care area.</i></p>
7	If all information matches, the second person will put their employee ID number next to the issue tech's ID number on the <i>Issue/Transfusion sheet</i> that the blood bank will keep. Proceed to step 9.	
8	If any of the information does not match, blood bank tech must investigate or have a reason for the discrepancy. See the "Interpretation" section of procedure for further instructions.	
9	Blood bank personnel will then staple or otherwise attach the "Request Blood Product Delivery" sheet and the <i>Issue/Transfusion sheet</i> to each other and place in the review box.	

### ► Blood bank trained personnel

Step	Action
1	A second staff member must perform a second check or verification <b>BEFORE</b> any blood product is released to the patient care area for transfusion.
2	If the second checker is blood bank trained, then continue to step 3. If the second checker is not blood bank trained, then return to the previous section for personnel not trained in blood bank.
3	The issuing tech will retrieve the issued unit, the "Request Blood Product Delivery" and the <i>Issue/Transfusion sheet</i> and give all to the second checker.
4	The second checker will check: <ul style="list-style-type: none"><li>1. The unit has a Genesis Timestrip® Blood Temp 10 temperature sticker attached to the unit and that it is activated.</li><li>2. The unit has a crossmatch tag attached to it.</li><li>3. The base label has not been defaced in any way.</li></ul>
5	The second checker will compare the following to ensure they match exactly:





# MEMORIAL

## Issue and Transport of Blood and Blood Products

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	Item checked	1 <sup>st</sup> Comparison	2 <sup>nd</sup> Comparison
	1. Patient's full name 2. Patient's H# 3. Patient's DOB 4. Patient's ABO/Rh 5. Donor ABO/Rh 6. Donor unit # 7. Donor unit expiration 8. Special requirements 9. Patient's antibodies 10. Crossmatch results	1. Request for Delivery 2. Request for Delivery 3. Request for Delivery 4. Transfusion Tag 5. Transfusion Tag 6. Transfusion Tag 7. Transfusion Tag 8. Request for Delivery 9. Request for Delivery 10. Transfusion Tag	1. Transfusion Tag 2. Transfusion Tag 3. Transfusion Tag 4. (Is it compatible with unit?) 5. (Is it compatible with patient?) 6. Front of donor unit 7. Front of donor unit 8. Donor label and/or tags 9. Donor label and/or tags 10. (If anything other than "Y", do you have a release signed?)
6	If all information matches, the second checker will put their employee ID number next to the issue tech's ID number on the <i>Issue/Transfusion sheet</i> that the blood bank will keep.		
7	If any of the information does not match, blood bank tech must investigate or have a reason for the discrepancy. See the "Interpretation" section of procedure for further instructions.		
8	Blood bank personnel will then staple or otherwise attach the "Request Blood Product Delivery" sheet and the <i>Issue/Transfusion sheet</i> to each other and place in the review box.		

#### 4. Transportation of Blood Products

	Policies
1	All units must be transported out of the blood bank one at a time. <i>Note: Exception can be given to FFP orders and orders going out in transporters.</i>
2	Only a RN, LPN, physician or other personnel as indicated by blood bank supervisor or laboratory management, may transport blood from the blood bank that is not in a transporter.
3	Any personnel wishing to transport blood from the blood bank must present a computer generated piece of identification of the patient they are wishing to receive products on. <i>Handwritten or verbal confirmation will not be accepted.</i>
4	The second person check <b>MUST</b> be performed before units can be removed from the blood bank.





## Issue and Transport of Blood and Blood Products

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5	Units can be transported in the following ways: <ol style="list-style-type: none"><li>1. Pick up by nurse/physician (see section below)</li><li>2. Pneumatic tube system (see section below)</li><li>3. Temperature controlled transporters (see <i>Transport of Blood Product in Blood Bank Transporters SOP</i> for procedure on transporters)</li></ol>
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#### ► Nurse pickup

Step	Action
1	Nurse/physician presents blood banker with patient identification.
2	Blood banker retrieves unit to be given.
3	If second person check has not been performed, perform with nurse/physician or laboratory personnel. Otherwise, proceed to step 4.
4	Compare the information, on the patient identification presented, to include: <ol style="list-style-type: none"><li>1. Patient's full name</li><li>2. Patient's date of birth</li><li>3. Patient's H# (if available)</li><li>4. Patient's M#</li></ol> If all information matches exactly, <b>RECORD NAME OF PERSON PICKING UP UNIT ON ISSUE/TRANSFUSION SHEET THAT IS KEPT IN BLOOD BANK</b> , then proceed to step 5. If there is a discrepancy, resolve before releasing units.
5	If <i>Pre-approved paper documentation</i> was "yes", place extra <i>Issue/Transfusion sheet</i> into the front pocket of large biohazard plastic bag. If "no" or no answer given, continue to step 6.
6	Place unit in large biohazard plastic bag and seal.
7	Hand off to nurse/physician.

#### ► Pneumatic tube transport

Step	Action
1	If second person check has not been performed, perform with other laboratory personnel.
2	Retrieve unit to be given.
3	If <i>Pre-approved paper documentation</i> was "yes", place extra <i>Issue/Transfusion sheet</i> into the front pocket of large biohazard plastic bag. If "no", continue to step 5.
4	Place unit in large biohazard plastic bag and seal.
5	Scan badge into tube system
6	Press <i>Send/Enter</i>
7	Press <i>Menu</i>



## Issue and Transport of Blood and Blood Products

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8	Arrow down to <i>User Special Function</i>
9	Press <i>Send/Enter</i>
10	Arrow down to <i>Badge Secure Transaction</i>
11	Press <i>Send/Enter</i>
12	Enter the numeric code for the location that the unit needs to go to.
13	Press <i>Send/Enter</i>
14	If the unit on the other end does not pick up the unit within 5 minutes, the tube will return to the blood bank station and you must scan your badge to retrieve tube.

---

### Interpretation

If any of the checks do not match or there are any discrepancies, they must be resolved before any units are released to a patient care area for transfusion. If discrepancies in computer information arise, contact the LIS team or the help desk to try to resolve. If discrepancies exist between the unit information or the patient testing, contact the blood bank supervisor for help in resolving. If unable to resolve, DO NOT release unit. Put unit in quarantine if it is a unit issue and perform the process again with a different unit. If it is a patient identification problem, return unit to inventory until resolved.

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### Result

#### Reporting

NA

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### References

AABB. *Standards for Blood Banks and Transfusion Services--29<sup>th</sup> Edition*. Std. 5.22, 5.22.1, 5.23, 5.25, Bethesda, MD: American Association of Blood Banks; 2014  
SwissLog Pneumatic Tube Users Manual

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### Related

#### Documents

Appendix A: Job Aid for Non-Blood Bank Personnel Performing Second Check  
Appendix B: Flowchart for Issue and Transport of Blood and Blood Products

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**Appendix A: Job Aid for Non-Blood Bank Personnel Performing Second Check**
**Please check donor unit for the following:**

- ☐ Unit has a temperature sticker attached to it
  - o The sticker looks like the picture below with a green window above a white window outlined in red.



- o If the sticker looks like either of the following pictures, alert blood bank personnel to correct.



- ☐ Unit has the transfusion label attached to the unit in some way.
- ☐ The unit has no stray markings or defacement to its label.

**Read the following to the blood banker from the front of the unit:**

- ☐ The donor unit number that starts with “W”
- ☐ The donor unit expiration
- ☐ The donor unit ABO and Rh type.
- ☐ The type of unit (ex. Red Blood Cells, Irradiated Red Blood cells)
- ☐ Check if the unit has another barcode at the bottom right that indicates it is CMV neg-if so, indicate that to the blood banker.
- ☐ If the unit has any tags attached to it that indicate antigens it is negative for, read those to the blood banker.

**Read the following to the blood banker from the transfusion label attached to the unit:**

- ☐ The patient's full name
- ☐ The patient's date of birth
- ☐ The patient's H number (Account number)
- ☐ The interpretation of crossmatch where it says “Comp?” read “Y” or “L”. If unit is a plasma product, this will be blank.
- ☐ The issue date/time (underlined in example)

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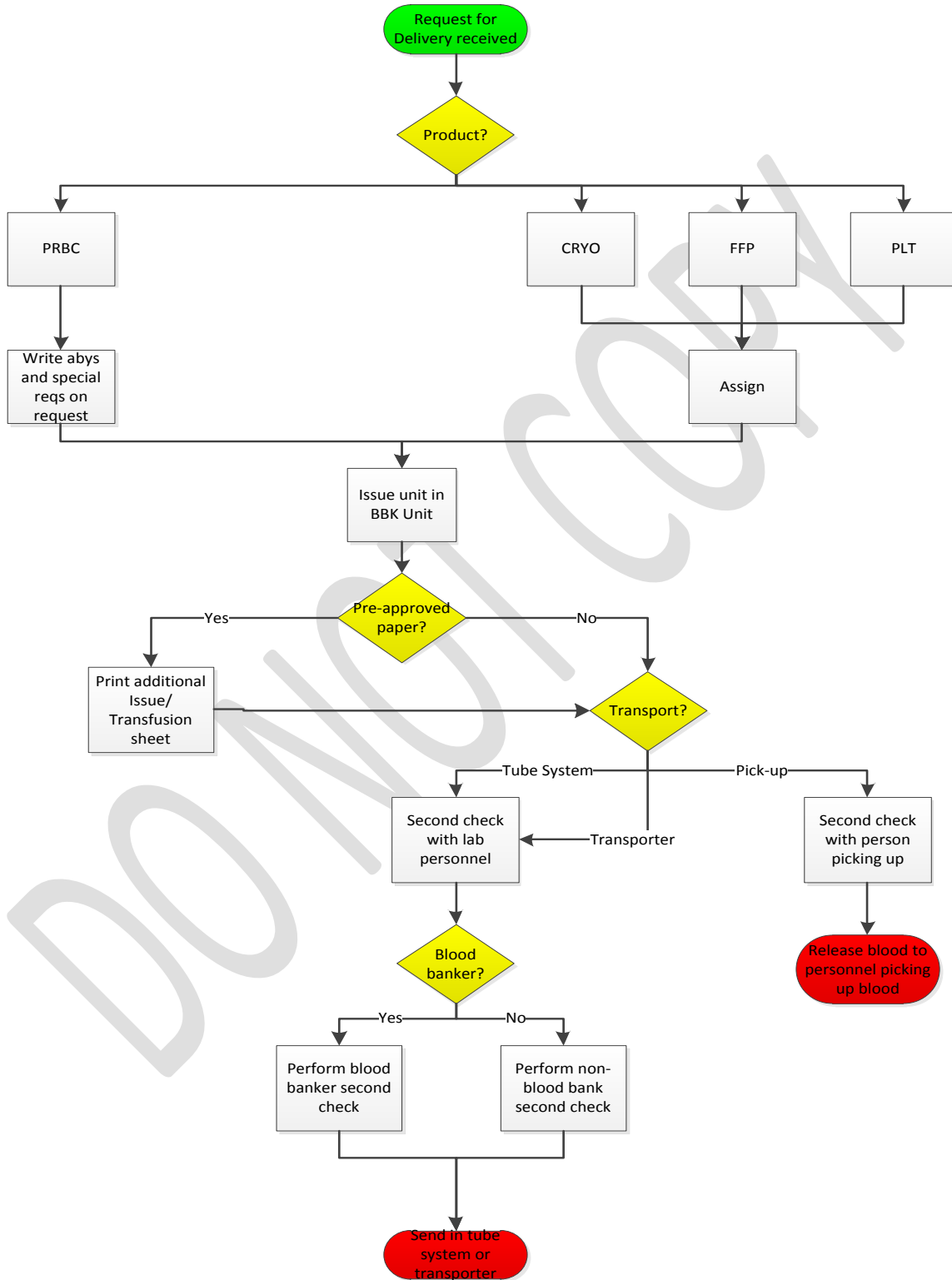
Memorial Hospital  
PRODUCT TAG

ASSIGNED TO -

NAME [REDACTED]	MR# [REDACTED]
LOC H.2NE	DOB: [REDACTED] TPX# [REDACTED]
PT'S HX TYPE A POSITIVE	ACCT# [REDACTED]
SPECIMEN # 1020:BP00004R	
COMP?: L	DATE/TIME: 10/21/15 0744
TECH: <15481>	
PRODUCT INFORMATION -	
PRODUCT#: W333614117307	EXPR: 10/21/15 2005
PRODUCT: PCD	PRODUCT TYPE: O NEG

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### Appendix B: Issue and Transport Flowchart





# Issue and Transport of Blood and Blood Products

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### PROCEDURE AND FORM CHANGE CONTROL

Title: Issue and Transport of Blood and Blood Products										
Written		Validated		Path Review		Review		Effective		Reason for Revision
Date	By	Date	By	Date	By	Date	By	Date	By	
04/19/10	PAB	4/27/10	GJM	5/3/10	ESB			5/4/10	PAB	
Revised										
12/3/10	PAB	12/28/10	MLH	12/28/10	ESB			1/10/11	PAB	Updated for new tag format
5/13/11	PAB	5/28/11	MLH	6/6/11	ESB			6/14/11	PAB	Updated for new Meditech version
6/17/11	PAB			6/25/11	ESB			7/1/11	PAB	Removed three ply paper
8/13/12	PAB	8/14/12	GJM	8/21/12	ESB			8/21/12	PAB	Revised for pneumatic tube transport and XM on demand
5/8/13	PAB			5/13/13	ESB			5/15/13	PAB	Revised issue to nursing
11/13/13	PAB			11/15/13	ESB			12/9/13	PAB	Included HemoTemp on PRBC
						4/1/14	PAB			
1/21/15	JLH							1/21/15	JLH	Added instructions to add issue location to match location.
2/5/15	JLH							2/6/15	JLH	Changed blood temp indicator to Timestrip
10/21/15	JLH	11/12/15	DMI	11/16/15	ESB			11/16/15	JLH	New header, more detail, changed second person review, added flowchart, changed flow for TAR implementation
11/18/15	JLH							11/18/15	JLH	Fixing typos and re-organize second review section.

Location of any copy(s) of the procedure:

Out of use:

Date: \_\_\_\_\_ By: \_\_\_\_\_ Reason: \_\_\_\_\_