

**Stanton Territorial Hospital**P.O. Box 10, 550 Byrne Road  
YELLOWKNIFE NT X1A 2N1

Document Number: TMM80600

Version No: 1.0

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**Distribution:**

Transfusion Medicine Manual

Effective: 03 January, 2018

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Next Review: 03 January, 2020

**Document Name:**

Segment Storage at Stanton

**Approved By:**

Jennifer G. Daley Bernier, A/Manager, Laboratory Services

**Status:****PURPOSE:**

Procedure to label and store segments at Stanton Territorial Hospital so they may be used for testing purposes and are easily identifiable and tracked to the originating unit.

**POLICY:**

- Creating unit segments in the LIS allow Stanton to access a unit in another site's inventory for testing purposes.
- Unit segments can be used for crossmatch testing or for phenotype testing
- Unit segments will be created when units are to be sent to other sites for inventory purposes.
- Physical Segments from units sent to other sites will be stored at Stanton Territorial Hospital Blood Bank
- Segments will be stored in a monitored Blood Bank Fridge

**SAMPLE INFORMATION:**

<b>Type</b>	Blood
<b>Source</b>	Segment removed from Red Blood Cell Unit
<b>Volume</b>	1 mL or less
<b>Stability</b>	42 days from collection date on unit
<b>Storage Requirements</b>	2-8°C
<b>Criteria for rejection and follow up action</b>	Unit does not pass Visual Inspection

**SUPPLIES:**

- Labels
- Biohazard Bags

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FILENAME: TMM80600.1StorageofSegmentsatStantonPRO.docx

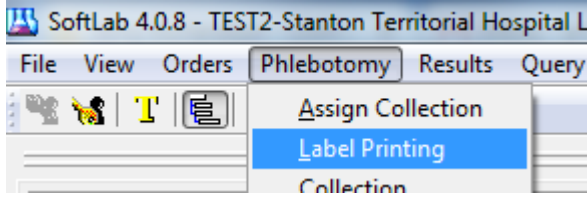
Print Date: 03/01/2018 6:55:00 PM

**EQUIPMENT CALIBRATION AND MAINTENANCE:**

- See BLB70300 - Equipment Maintenance & Alarm System Checks for Blood Bank
- See BLB70700 - Calibration of Incubators, Pipettes and Thermometers

**PROCEDURE INSTRUCTIONS:**

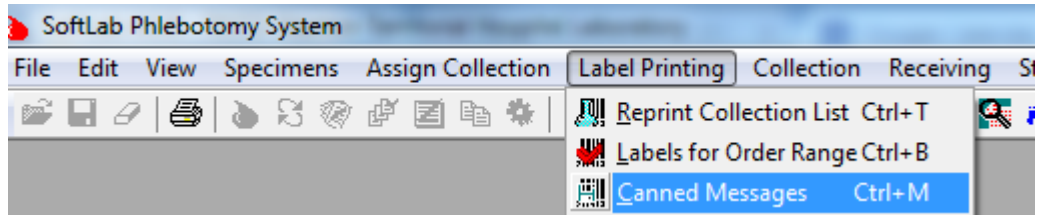
Follow the steps in the table below to store segments appropriately:

Step	Action
1	Unit segments should be created in the LIS using Procedure <b>TMM80500 - Creating Unit Segments</b>
2	Remove all but 3 segments from the Unit – place segments into biohazard bag
3	Remove scan able unit label from back of unit of red blood cells – place onto outside biohazard bag
4	Create a scan able label with segment number and place onto outside of Biohazard bag – go to <b>Step 8</b> for instruction
5	Create a scan able LIS Unit label and place onto outside of Biohazard bag - go to <b>Step 16</b> for instruction
6	Place biohazard bag with segments into the appropriate blue bin for storage in the Blood bank fridge based on where unit is being dispatched to – Inuvik or Fort Smith
7	Periodically check segment storage for outdated units – if unit has outdated (date on LIS Unit label) discard segments.
<b>Creating Scan Able Segment Label</b>	
8	<p>Go to Phlebotomy &gt; Label Printing</p>  <p>The screenshot shows the 'SoftLab 4.0.8 - TEST2-Stanton Territorial Hospital L' window. The menu bar includes 'File', 'View', 'Orders', 'Phlebotomy', 'Results', and 'Query'. The 'Phlebotomy' menu is open, showing options like 'Assign Collection', 'Label Printing', and 'Collection'. 'Label Printing' is highlighted in blue.</p>

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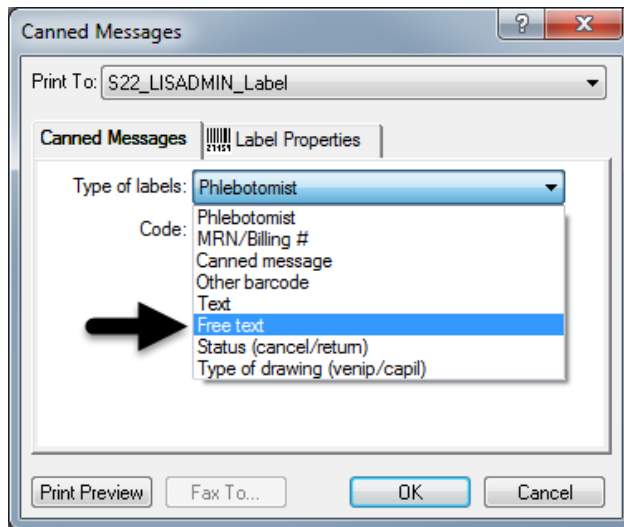
9

Go to Label Printing > Canned Messages



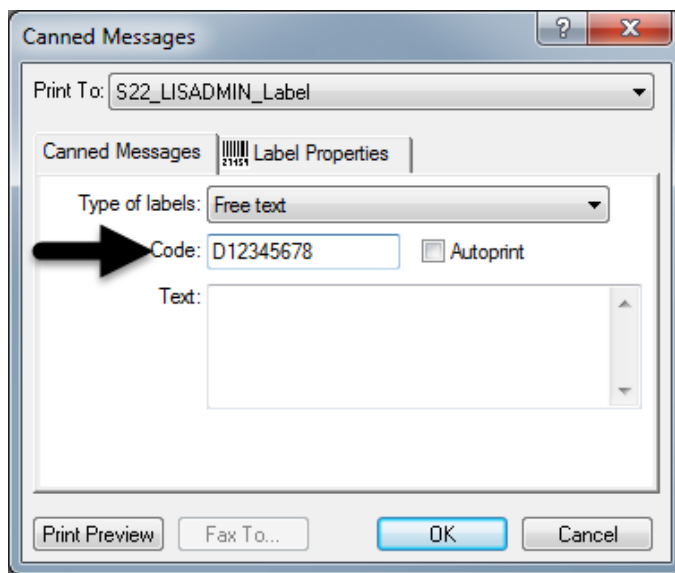
10

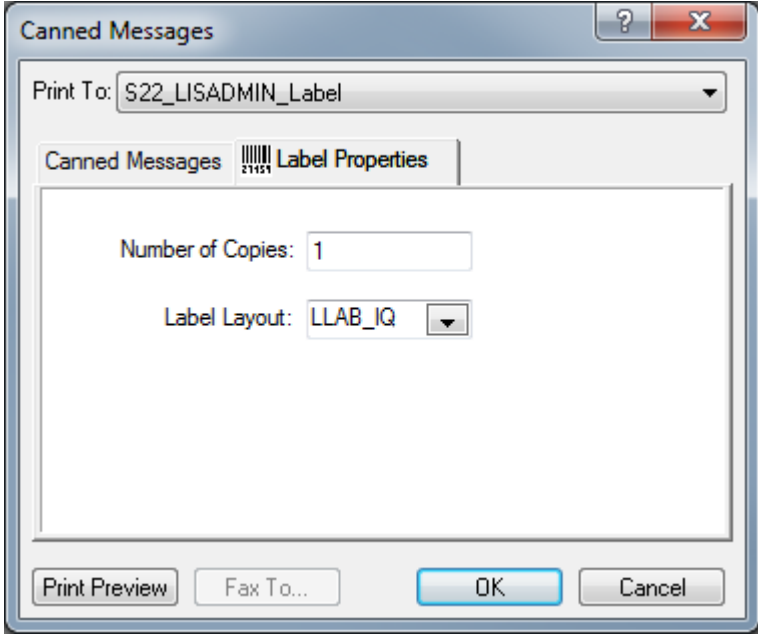
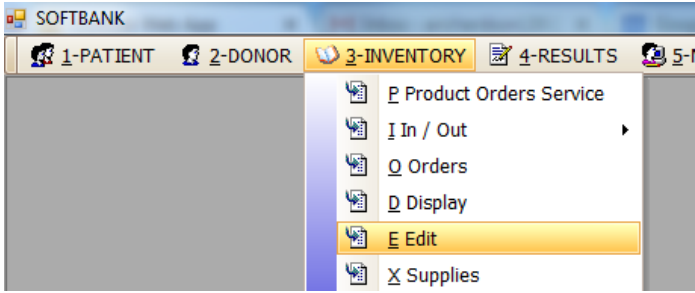

Use drop down menu for type of labels and select Free Text



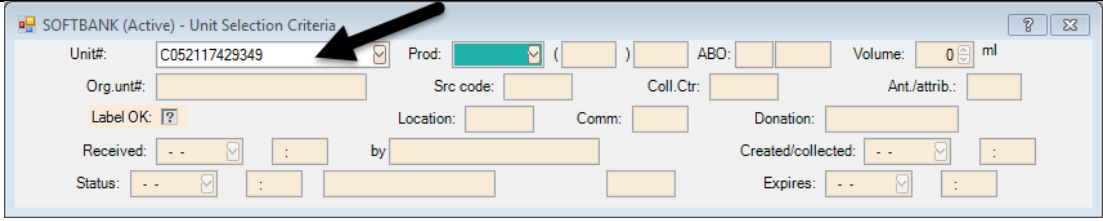
11

Enter segment number into the Code: field – this is the number on the segment as entered into the LIS when creating it.



12	Ensure label layout is set to LLAB_IQ on the Label Properties tab 
13	Click OK
14	Label will print to selected printer in the Print To: field
15	Affix label to biohazard bag
<b>Creating Scan Able LIS Unit Label</b>	
16	Go to 3-Inventory > Edit 
17	Go to Label 
18	Scan Unit barcode or Enter unit number

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19	Click: F12-Accept	
20	<p style="text-align: center;"><b>If:</b></p> Attributes box pops up	<p style="text-align: center;"><b>Then:</b></p> Click: Esc
21	Choose Zebra label printer from list – double click or hit Enter when highlighted	
22	Affix label to biohazard bag	

**EXPECTED RESULTS:**

- Segments will be stored based on location of unit.
- Segments will have scan able barcode labels for the segment number as well as the unit affixed to the outside of the bag they are stored in.
- Segments will be easily found for future testing if required.

**RELATED DOCUMENTS:**

- TMM80300- Receiving Blood & Blood Products from CBS at Stanton Territorial Hospital
- TMM80500 - Unit Segment Creation
- BLB60200 - Storage of Blood, Blood Components and Derivatives

**REFERENCES:**

1. SCC Soft Computer. (n.d.). *SoftBank II v25 Super User Training Manual*. SCC Soft Computer.

**REVISION HISTORY:**

REVISION	DATE	Description of Change	REQUESTED BY
1.0	03 Jan 2018	Initial Release	A. Richardson

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