TRAINING UPDATE

Lab Location:	SGAH and WAH	**Date Implemented:**	12.21.2012
Department:	Blood Bank	**Due Date:**	12.31.2012

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Plasma Aliquot Preparation
Description of change(s):
• We will be changing to thawed plasma with 5-day expiration for adults. We will continue to issue plasma within 24 hours of thaw to neonates. • Discontinue using the "Split FFP" product label and begin using the "Thawed Plasma" label for plasma aliquots. • Updated the computer functions to reflect the process in Sunquest GUI.

EMPLOYEE SIGNATURES

I have read and understand the procedure described above:

Name	**Signature**	**Date**

Non-Technical SOP

Title	**Plasma Aliquot Preparation**	
Prepared by	Stephanie Codina	Date: 12.21.2012
Owner	Stephanie Codina	Date: 12.21.2012

Laboratory Approval		
Print Name and Title	**Signature**	**Date**
Refer to the electronic signature page for approval and approval dates.		
Local Issue Date:	Local Effective Date:	

12 month (or new) management review and approval: Signature acknowledges SOP version remains in effect with NO revisions.		
Print Name	**Signature**	**Date**

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1. PURPOSE

To describe the procedure for making small-volume plasma aliquots from plasma units. This procedure allows small amounts of a plasma unit to be transfused over the lifespan of the original blood product. This process limits donor exposures and decreases donor-related risks in the recipient while minimizing overall blood product wastage.

2. SCOPE

This procedure applies to plasma transfusion requested for a neonate or small child. SGAH staff members perform all plasma aliquot procedures for WAH and SGAH.

3. RESPONSIBILITY

All blood bank staff members must be trained and competent in plasma aliquot preparation to ensure the purity, potency, and safety of the aliquotted plasma product.

4. DEFINITIONS

N/A

5. PROCEDURE

Step	Action
1	Select plasma that meets the recipient's transfusion specifications. A. Only group AB plasma is transfused to neonates. a. If group AB plasma is not available, obtain pathologist approval to transfuse group specific plasma to a neonate. b. We must have 2 independent blood types on file (ABO retype) prior to transfusing group-specific plasma. B. Pediatric patients may receive group AB or group specific plasma products. C. All plasma transfused to neonates will be transfused within 24 hours of the time thawed. If a previously-thawed unit is used, ensure that the transfusion will take place before the 24-hour limit.

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Step	Action
2	If the plasma is frozen, thaw per procedure "Plasma for Transfusion." Thaw the plasma physically and in the computer.
3	Obtain the supplies necessary to aliquot the plasma. A. 150 mL transfer bag B. Sterile welding device C. Heat sealer D. Scale E. Hemostats F. Labels **Use aseptic technique for this procedure!**
4	Document the following on the "Product Modification Log." A. Tech identification B. Date of modification C. Unit number of original unit D. Product code of original unit E. Lot number of bag F. Wafer lot number
5	Gently mix the primary bag to ensure the plasma is completely thawed and no frozen bits remain.
6	Connect the transfer bag to the primary plasma per procedure, "Sterile Tubing Welder."
7	Prepare the scale for use. Refer to procedure, "Scale Quality Control." Tare the scale using an empty 150 mL transfer bag.
8	Allow the required amount of plasma to flow into the transfer bag via gravity. Include an extra 5 mL of plasma to compensate for the volume that will be lost in the tubing.
9	Clamp the line when an appropriate volume of plasma has been transferred by placing a hemostat between the seal location and the port of EACH bag. Seal the line between the hemostat clamps using a tube sealer at least twice. A. Always make sure the hemostat is clamped between the parent unit and the location in which the tubing will be sealed. B. This will protect the sterility of the unit should the heat seal fail.
10	Calculate the volume of plasma remaining in the parent product (original bag) using the following formula: Original volume – aliquotted volume = new volume

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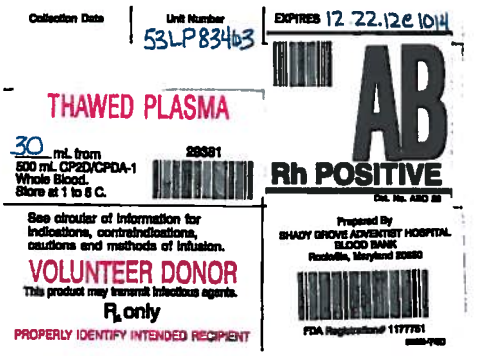
Step	Action
11	Change the volume of the parent product. A. Place a single line through the original volume. B. Write the new volume on the label. C. Initial the change.
12	Prepare a label for the plasma aliquot. The label MUST contain all of the following: A. Unit number (handwritten) B. Expiration date and time (24 hours from the time the unit was thawed) C. Thawed plasma product code barcode label (document the volume of the aliquot on the label) D. Blood type (ABO/Rh) E. FDA registration (Prepared by SGAH Blood Bank) Apply the label to the aliquot **prior to disconnecting it from the parent unit.** 
13	Document the following on the "Product Modification Log." A. Unit number of new product B. Post-product code of new product C. Documentation of the weld inspection
14	Create the aliquot in the LIS system per appendix A. A. A new unit number label will print following LIS modification. B. Apply the unit number to the new product label. 

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Step	Action
15	Have a second tech verify the labeling of the blood product and document the 2nd label check on the "Product Modification Log" form. The following will be verified: A. ABO/Rh label is correct on aliquot B. Unit number is correct on aliquot C. Expiration date and time are correct on the aliquot D. Product name and code are correct on the aliquot In addition, the second tech must verify A. Adjusted volume of parent product B. Volume of aliquot product
16	Store the aliquot in the refrigerator (1-6oC) until issue. Aliquots should be transfused as soon as possible following preparation.

6. RELATED DOCUMENTS

SOP: Plasma for Transfusion
SOP: Sterile Tubing Welder
SOP: Scale Quality Control
Form: Product Modification Log

7. REFERENCES

None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By

9. ADDENDA AND APPENDICES

A. Preparing a plasma aliquot in Sunquest

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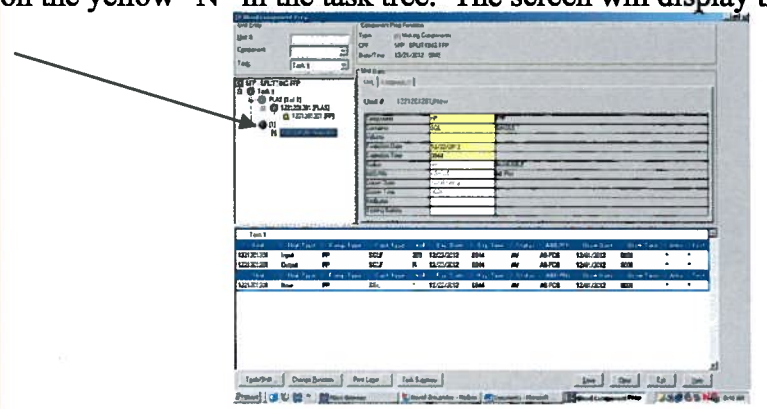
Appendix A
Preparing a Plasma Aliquot in Sunquest

Step	
1	Access Sunquest function, "Blood Component Preparation."
2	In the "Lookup by" prompt, select "Component Prep Function" from the dropdown menu.
3	At the "Value" prompt, type "SFP" and press the "Tab" key.
4	Press the "Tab" key at the date and time prompts to default the current date and time or manually enter a date and time.
5	Click the "Continue" button.
6	Enter the unit number and press the "Tab" key.
7	Select the thawed plasma product from the dropdown list if the component does not autofill.
8	Press the "Tab" key to open the task tree.
9	Click on the yellow "N" in the task tree. The screen will display the aliquot data. 
10	Enter the volume of the prepared aliquot and press the "Tab" key. The yellow letters in the task tree will turn green and the volume of the parent unit will change based on the volume of the aliquot.
11	Verify the accuracy of the expiration date and time assigned by the LIS. A. If a sterile connecting device was used, the expiration date of the original (parent) blood product will not change. B. If an open system was used, the new expiration date and time of the original (parent) unit will be 4 hours from the time of modification. Click on the yellow "O" and modify the expiration date/time of the original blood product.

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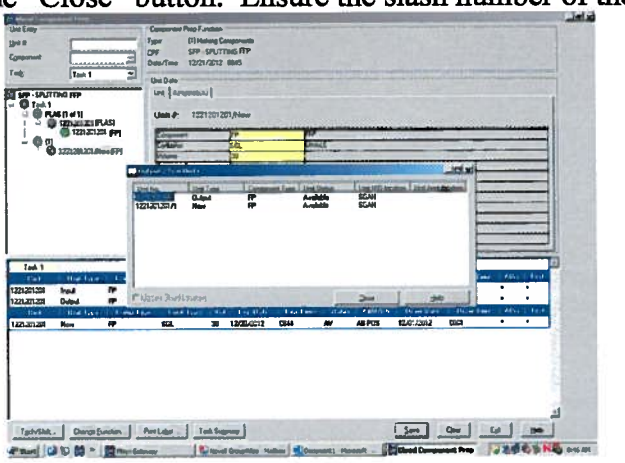
Step	
11 Cont	C. The expiration date and time of the aliquotted blood product will be 24 hours from the time the original unit was thawed, regardless of whether an open or closed system was used to prepare the aliquot.
12	Click on the "Save" button.
13	The pop-up message, "File all units?" appears. Click the "OK" button.
14	An "Output/New Units" screen will appear. Review the information for correctness and click the "Close" button. Ensure the slash number of the new aliquot is correct. 
15	A new unit number label will generate. Apply the printed label to the label for the new unit over the handwritten unit number that was previously documented on the plasma aliquot label.

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