

**TRAINING UPDATE**

**Lab Location:** SGAH and WAH      **Date Implemented:** 12.19.2013  
**Department:** Blood Bank      **Due Date:** 12.31.2013

**DESCRIPTION OF PROCEDURE REVISION**

<b>Name of procedure:</b>
Disposal of Blood and Blood Products
<b>Description of change(s):</b>
<p>1. Updated and new disposition codes in BSU.</p> <ul style="list-style-type: none"><li>a. AOD = Designated and outdated. To be used when a unit is specifically order in or prepared for patient (ex = plasma thawed for a patient who has a transfuse order but plasma is never transfused).</li><li>b. DS = Discarded and incinerated. This is used when we throw away a unit for any reason BEFORE it expires. Ex = when we issue a unit to the floor and it is returned out of appropriate temperature range.</li><li>c. DES = Auto/Directed unit expired. Use this when we expire a unit that is not in the regular inventory.</li><li>d. NEO = Neonatal unit outdated. Use this anytime you expire a unit that was used to make pedi aliquots regardless of product (rbc, plasma, platelet, etc).</li><li>e. OD = Outdated, incinerated. Use this when a product expires on the shelf in BB AND the product was not specifically ordered in for a patient.</li><li>f. BRK = Unit broken, credit requested. This one is self explanatory.</li><li>g. MWD = Unit destroyed per blood supplier request. This one is used when we throw away a unit because of a market withdrawal or when we note a problem and ARC tells us to discard the unit. Ex = red cell with hemolyzed segments or a plasma whose label fell off.</li><li>h. EXC = Unit expired, credit requested. This one is used when we expire a unit that ARC will credit. Ex = any AB red cell.</li></ul> <p>2. Added appendix A –flowchart to help identify which code to use</p>

Non-Technical SOP

<b>Title</b>	<b>Disposal of Blood and Blood Products</b>	
<b>Prepared by</b>	Stephanie Codina	Date: 12/10/2010
<b>Owner</b>	Stephanie Codina	Date: 12/10/2010

<b>Laboratory Approval</b>		
<b>Print Name and Title</b>	<b>Signature</b>	<b>Date</b>
<i>Refer to the electronic signature page for approval and approval dates.</i>		
<b>Local Issue Date:</b>		<b>Local Effective Date:</b>

<b>Review:</b>		
<b>Print Name</b>	<b>Signature</b>	<b>Date</b>

Document: WAH.BB67[1] Status: INWORKS, Effective: 1/18/2014, Check Version Before Use

Form revised 3/31/00

**TABLE OF CONTENTS**

1. PURPOSE..... 2  
 2. SCOPE..... 2  
 3. RESPONSIBILITY..... 2  
 4. DEFINITIONS..... 2  
 5. PROCEDURE..... 2  
 6. RELATED DOCUMENTS ..... 5  
 7. REFERENCES ..... 5  
 8. REVISION HISTORY..... 5  
 9. ADDENDA AND APPENDICES..... 5

**1. PURPOSE**

Any blood product that is outdated or otherwise unsuitable for transfusion must be removed from inventory and destroyed. The unit disposition must be stored for at least 10 years, and the discard shall be handled in a manner that minimizes the potential for human exposure to infectious agents.

**2. SCOPE**

This procedure applies to any blood product that has surpassed its expiration date or is otherwise unsuitable for transfusion.

**3. RESPONSIBILITY**

All blood bank staff members must discard units per this procedure.

**4. DEFINITIONS**

None

**5. PROCEDURE**

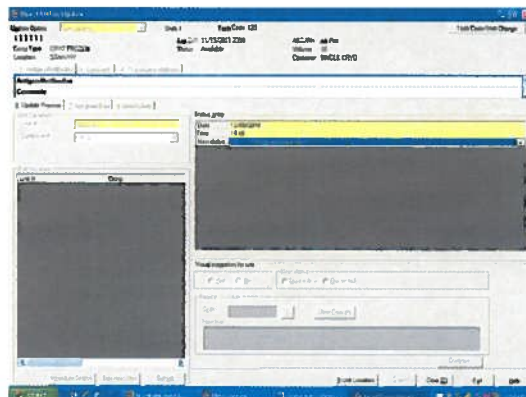
Step	Action
1	Access Sunquest function "Blood Status Update."
2	At the "Unit #" prompt, scan or type the unit number.
3	Select the correct component from the drop-down menu then press the "Tab" key.
4	Press the "Tab" key twice to default the current date and time or manually type in the date and time.

Document: WAH.BB67[1] Status: INWORKS, Effective: 1/18/2014, Check Version Before Use

Form revised 3/31/00

Document: WAH\_BB67[1] Status: INWORKS, Effective: 1/18/2014, Check Version Before Use

Step	Action
5	<p>Indicate the correct disposition of the unit by typing the mnemonic for the appropriate code. Use appendix A to help guide decisions.</p> <ul style="list-style-type: none"> <li>A. "AOD" translates to "Designated, outdated." Use this when a unit was ordered or prepared (thawed) for a specific patient but not transfused prior to expiration. Examples of this would be plasma or cryoprecipitate thawed for a patient or expired donor units specifically requested for a patient (washed cells, HLA-matched platelets, etc). Note: Antigen typing for antigen-negative red cells is billed at the time it is performed. If units are not used for the patient, they are moved to the available shelf. Do not use this code for antigen-negative units unless they are ordered into inventory and expire prior to the original T&amp;S specimen.</li> <li>B. "DS" translates to "Discarded, Incinerated." Use this when the unit was wasted because it is unsuitable for transfusion. Examples of when this code would be used include when a unit is returned from issue out of acceptable temperature range. A PI/variance is required when this code is used.</li> <li>C. "DES" translates to "Autologous or directed unit expired and incinerated." Use this code when a unit labeled as autologous or directed expires.</li> <li>D. "NEO" translates to "Neonatal unit, outdated." Use this when discarding the parent portion of any unit (any blood product) that was used for neonatal aliquots.</li> <li>E. "OD" translates to "Outdated, incinerated." Use this when the blood product expired on the shelf in blood bank.</li> <li>F. "BRK" translates to "Unit broken, credit requested." Use this when a unit breaks during transport or thawing.</li> <li>G. "MWD" translates into "Unit destroyed per blood supplier request." This code is used when the supplier requests that we discard the unit due to information learned after donation or problems we report to them (such as hemolyzed red cell or mislabeled plasma).</li> <li>H. "EXC" translates into "Unit expired, credit requested." Use this when a unit expires on the shelf in blood bank and the unit is eligible for credit by the blood supplier. Units that meet this requirement include:                         <ul style="list-style-type: none"> <li>a. All group AB red cell units.</li> <li>b. Other products per arrangement with blood supplier.</li> </ul> </li> </ul>



Form revised 3/11/00

Document: WAH.BB67[1] Status: INWORKS, Effective: 1/18/2014, Check Version Before Use

Step	Action
6	<p>Press the "Tab" key until your cursor is at the "Reason code" prompt.</p> <p>A. Select an appropriate code from the dropdown list.</p> <p>B. If an appropriate code is not present, free-text a reason in the "Free text" box.</p> <p>C. Click the "Add" button.</p> <p>Note: This step may be omitted EXCEPT when the code "DS—Discarded, incinerated" is used.</p>
7	Click the "Save" button.
8	Place the blood product in the biohazard (red bag) trash.
9	If the blood product was discarded at the request of the blood supplier (ie as part of a market withdrawal) or if the unit was defective (plasma bag cracked prior to thaw), complete the "Credit Request for Product—Non-Physical Return" form and fax to the number printed on the form. The blood supplier will credit any charges associated with the problem unit.
10	Complete a PI/Variance form if the blood product was wasted for reasons other than outdate.

### Billing for Disposed Blood Products

Step	Action
1	<p>It is appropriate to bill a patient for an expired blood product in certain situations. If more than one billing charge needs to be added, order the test once per billing charge to be submitted.</p> <p>A. We can bill an autologous processing fee when an autologous unit is expired or wasted and not transfused (AUTO).</p> <p>B. We can bill a thawing charge if cryoprecipitate or plasma is thawed for a specific patient and expired without being transfused (THAW).</p> <p>C. We can bill a pooling charge if cryoprecipitate is pooled for a specific patient and not transfused (POOL). (Note: This can also be billed for each wasted quint unit, because the quint units are pooled by contract).</p>

Form revised 3/31/00

Document: WAH\_BB67[1] Status: INWORKS, Effective: 1/18/2014, Check Version Before Use

Step	Action
2	Order the billing charges on the intended recipient (the person for whom the blood products were originally intended.) <ul style="list-style-type: none"> <li>A. Access Sunquest function "Order Entry."</li> <li>B. At the "Lookup by" prompt, select "Patient ID" from the drop-down menu.</li> <li>C. At the "Value" prompt, type the recipient's medical record number and press the "Tab" key.</li> <li>D. Click the "Search" button.</li> <li>E. Select the correct patient from the list and click on the "Select" button.</li> <li>F. Type in the date and time of the original order. This can be found in Laboratory Inquiry. For autologous units, type in the date and time at which the unit expired.</li> <li>G. At the "Order Physician" prompt, type the number of the physician who placed the original order. Click on the ellipsis (...) button to search providers by name.</li> <li>H. In the "Order Code" prompt, type the mnemonic that corresponds to what you are billing.                             <ul style="list-style-type: none"> <li>a. THAW for thawing charge.</li> <li>b. POOL for pooling charge.</li> <li>c. AUTO for autologous processing fee.</li> </ul> </li> <li>I. Click the "Save" button.</li> </ul>

**6. RELATED DOCUMENTS**  
N/A

**7. REFERENCES**  
N/A

**8. REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes WAH-SGAH B319.001		
000	12.10.13	Section 5: Updated reasons for discarding blood products with new codes Section 9: Added appendix Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13.	SCodina	NCacciabeve

**9. ADDENDA AND APPENDICES**  
Appendix A—Blood Product Discard Reason Flowchart

Form revised 3/31/00

### Appendix A Blood Product Discard Reason Flowchart



Document: WAH\_BB67 [1] Status: INWORKS, Effective: 1/18/2014, Check Version Before Use

Form revised 3/1/05