TRAINING UPDATE

Lab Location:	SGAH and WAH	**Date Implemented:**	10.1.2014
Department:	Blood Bank	**Due Date:**	10.15.2014

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

Disposal of Blood and Blood Products

Description of change(s):

1. The FDA requires that we track all phases of testing and manufacturing. This includes tracking the destruction of blood products. To meet this requirement, we have established a SEPARATE contract with Stericycle for the pickup of our blood products. The cardboard boxes in both blood banks will be picked up monthly by Stericycle.

    a. All blood products will be logged onto form "Blood Product Disposal Tracking Form" when they are placed in the cardboard biohazard box for discard.

    b. Each box will get a barcode label. The barcode label will be written on the top of the form(s) that document the contents of the box.

    c. Stericycle will scan the barcode and give us a printout when they pickup the box. The printout will be attached to the form(s).

    d. If an inspector asks, we will be able to use the box barcode to retrieve information on how/where/when the box was destroyed and who completed the destruction.

2. ALL blood products will now be disposed of in this manner. This includes expired products, products not transfused, products prepared for training purposes, etc. In addition, GEC will transport all products to SGBB for destruction.

3. We will no longer be able to store expired products for cooler QC. We must prepare saline bags and use them for QC.

Electronic Document Control System

Document No.: WAH.BB67[2]
Title: DISPOSAL OF BLOOD AND BLOOD PRODUCTS
Owner: LESLIE.X.BARRETT LESLIE BARRETT
Status INWORKS
Effective Date: 29-Oct-2014 **Next Review Date:**

Non-Technical SOP

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

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:	

Review:		
Print Name	**Signature**	**Date**

Form revised 3/31/00

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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Any blood product that is outdated or otherwise unsuitable for transfusion must be removed from inventory and destroyed.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	At the "Component" prompt, scan the product code from the unit. This will also fill the division field.
4	Press the "Tab" key twice to default the current date and time or manually type in the date and time.

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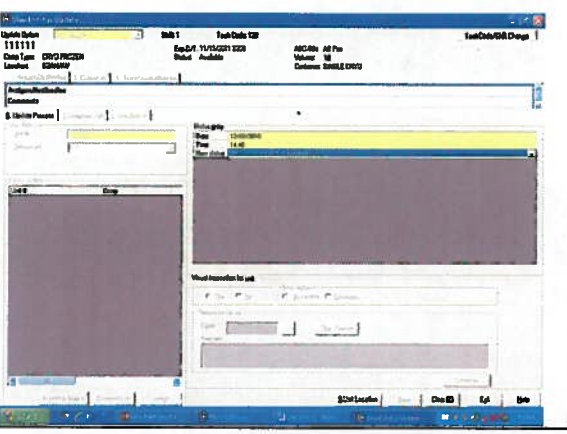
Step	Action
5	Indicate the correct disposition of the unit by typing the mnemonic for the appropriate code. Use appendix A to help guide decisions. A. "AOD" translates to "Designated, outdated." Use this when a unit was ordered or prepared (thawed) for a specific patient but not transfused prior to expiration. 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&S specimen. 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. C. "DES" translates to "Autologous or directed unit expired and incinerated." Use this code when a unit labeled as autologous or directed expires. 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. E. "OD" translates to "Outdated, incinerated." Use this when the blood product expired on the shelf in blood bank. F. "BRK" translates to "Unit broken, credit requested." Use this when a unit breaks during transport or thawing. 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). 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: a. All group AB red cell units. b. Other products per arrangement with blood supplier. 

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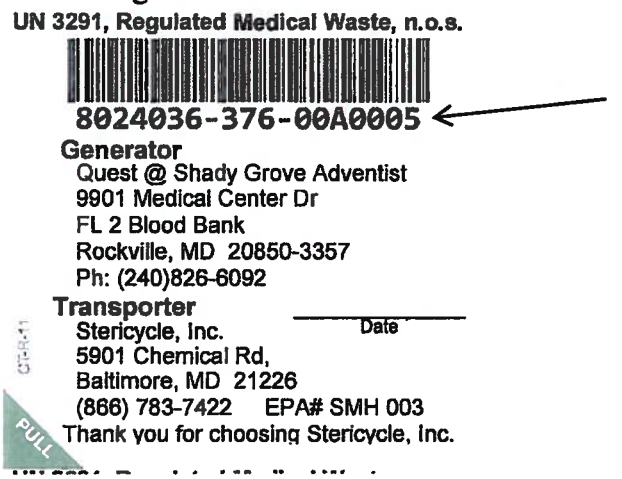
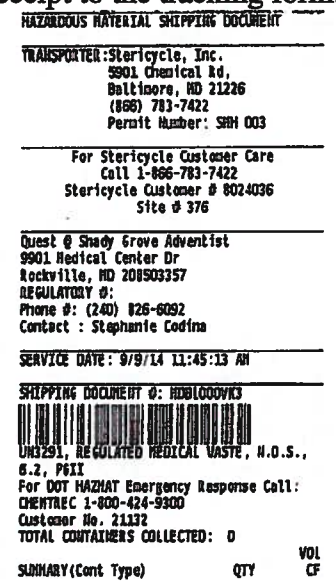
Step	Action
6	Press the "Tab" key until your cursor is at the "Reason code" prompt. A. Select an appropriate code from the dropdown list. B. If an appropriate code is not present, free-text a reason in the "Free text" box. C. Be specific, for example, "RBC returned to BB out of temp range because no signed consent in file." D. Click the "Add" button. Note: This step may be omitted EXCEPT when the code "DS—Discarded, incinerated" is used.
7	Click the "Save" button.
8	Dispose of the blood product. ALL blood products must be disposed of using the blood product disposal tracking process that is outlined below.
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.

Blood Product Disposal Tracking Process

Step	Action
1	21 CFR 606.160(a)(1) requires blood banks to maintain records concurrently with the performance of each significant step in the collection, processing, compatibility testing, storage and distribution of each unit of blood and blood components so that all steps can be clearly traced. This includes the requirement that we track each blood product through to destruction. All blood products must be disposed of per this procedure.
2	The blood banks have an independent contract with a third party vendor to destroy blood products placed in biohazardous waste. A. The contractor will track the location, date, and method of destruction of each box. B. Blood bank staff members will keep a log of the blood products placed in the box.

Step	Action
3	Prepare a corrugated box and log sheet. **Note: Begin a new log sheet for each biohazard box used.** A. Cardboard biohazard boxes are supplied by the vendor. B. Seal the bottom flaps of the box securely with tape. C. Line the box with a red, biohazard bag. D. Place a "Regulated Medical Waste" sticker on the box.  UN 3291, Regulated Medical Waste, n.o.s. 8024036-376-00A0005 Generator Quest @ Shady Grove Adventist 9901 Medical Center Dr FL 2 Blood Bank Rockville, MD 20850-3357 Ph: (240)826-6092 Transporter Stericycle, Inc. 5901 Chemical Rd, Baltimore, MD 21226 (866) 783-7422 EPA# SMH 003 Thank you for choosing Stericycle, Inc. Date PULL E. Obtain a new "Blood Product Disposal Tracking Form." F. Document the date the box was created on the top of the form. G. Document the number located below the barcode on the "Regulated Medical Waste" sticker. You must document the FULL identification code on the form.
4	When you have a blood product for disposal, document the following items on the "Blood Product Disposal Tracking Form." A. Date blood product was placed in the biohazard container for destruction. B. Tech disposing of blood product C. Unit number D. Division code E. Product code F. Reason for disposal
5	Seal the box and complete the tracking form when the vendor picks up the box for transport. A. Tie the red bag closed. B. Seal the flaps on the top of the box with tape. C. Document the date of waste pickup on the tracking form.

Step	Action
6	The vendor will provide a shipping receipt at the time of pickup. Attach the receipt to the tracking form.  HAZARDOUS MATERIAL SHIPPING DOCUMENT TRANSPORTER:Stericycle, Inc. 5901 Chemical Rd, Baltimore, MD 21226 (866) 783-7422 Permit Number: SHH 003 For Stericycle Customer Care Call 1-866-783-7422 Stericycle Customer # 8024036 Site # 376 Quest @ Shady Grove Adventist 9901 Medical Center Dr Rockville, MD 208503357 REGULATORY #: Phone #: (240) 826-6092 Contact : Stephanie Codina SERVICE DATE: 9/9/14 11:45:13 AM SHIPPING DOCUMENT #: HDBLOODVK3 UN3291, REGULATED MEDICAL WASTE, N.O.S., 6.2, PGII For DOT HAZMAT Emergency Response Call: CHEMTREC 1-800-424-9300 Customer No. 21132 TOTAL CONTAINERS COLLECTED: 0 SUMMARY(Cont Type) QTY VOL CF
7	Maintain the completed tracking form in the designated file.

Billing for Disposed Blood Products

Step	Action
1	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. A. We can bill an autologous processing fee when an autologous unit is expired or wasted and not transfused (AUTO). B. We can bill a thawing charge if cryoprecipitate or plasma is thawed for a specific patient and expired without being transfused (THAW). 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).

Step	Action
2	Order the billing charges on the intended recipient (the person for whom the blood products were originally intended." A. Access Sunquest function "Order Entry." B. At the "Lookup by" prompt, select "Patient ID" from the drop-down menu. C. At the "Value" prompt, type the recipient's medical record number and press the "Tab" key. D. Click the "Search" button. E. Select the correct patient from the list and click on the "Select" button. 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. 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. H. In the "Order Code" prompt, type the mnemonic that corresponds to what you are billing. a. THAW for thawing charge. b. POOL for pooling charge. c. AUTO for autologous processing fee. I. Click the "Save" button.

6. RELATED DOCUMENTS

Form: Blood Product Disposal Tracking Form (AG.F306)

7. REFERENCES

N/A

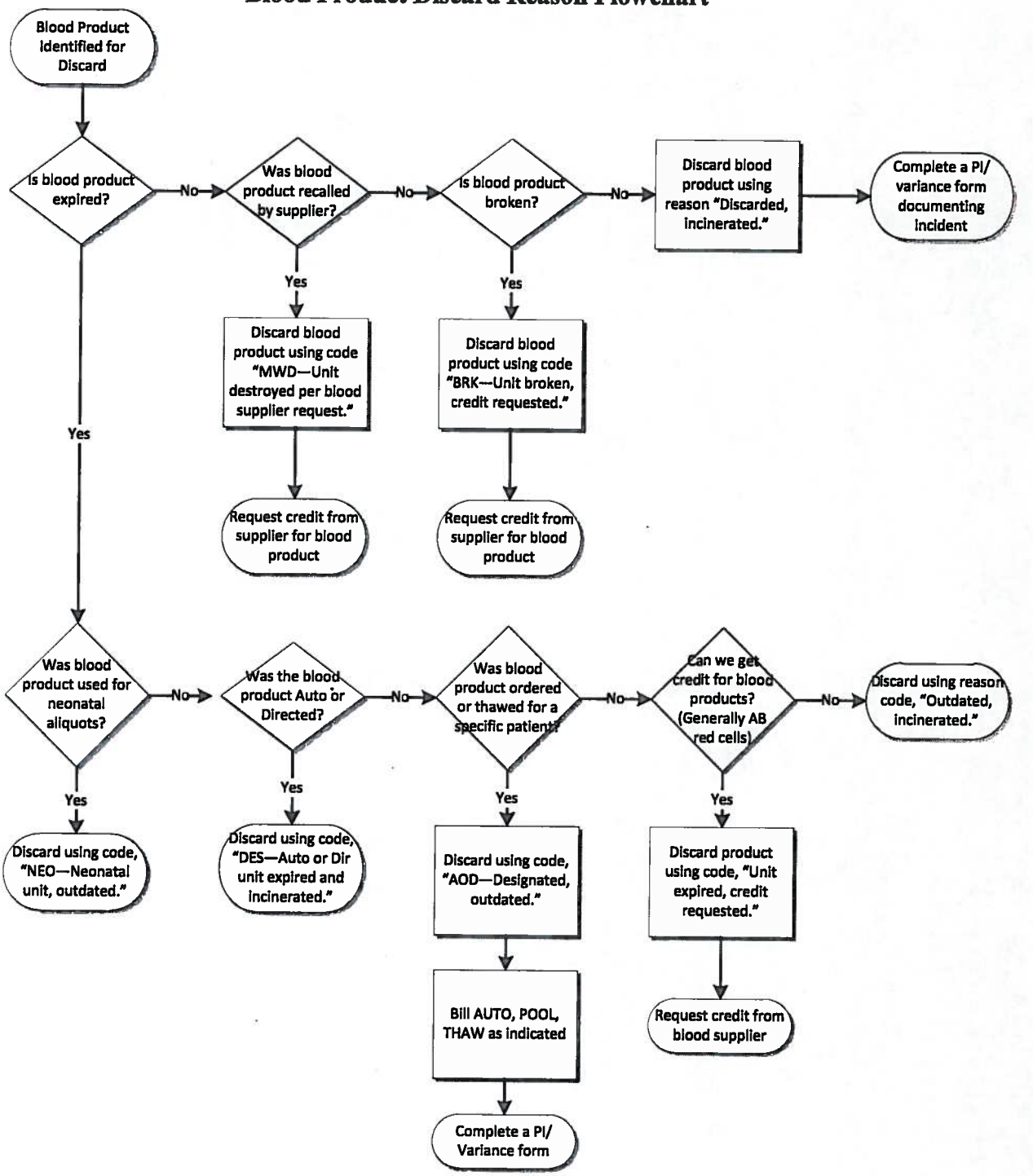
8. REVISION HISTORY

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
1	9.24.2014	Section 5: Added Blood Product Disposal Tracking Process and Blood Product Disposal Tracking Form. Added requirement to scan the product code (Sunquest upgrade).	SCodina	NCacciabeve

9. ADDENDA AND APPENDICES

Appendix A—Blood Product Discard Reason Flowchart

Appendix A
Blood Product Discard Reason Flowchart



Form revised 3/31/00

Electronic Document Control System

Quest Diagnostics

Document No.: AG.F.306[0]
Title: Blood Product Disposal Tracking Form
Owner: LESLIE.X.BARRETT LESLIE BARRETT
Status INWORKS
Effective Date: 29-Oct-2014 **Next Review Date:**

Quest Diagnostics

Shady Grove Adventist Hospital, Rockville, Maryland
Washington Adventist Hospital, Takoma Park, Maryland

Blood Product Disposal Tracking Form

Regulated Medical Waste Identification Code			
Date Box Created		Date of Waste Pickup	

Use ONE Form per Biohazard Box

Date of Disposal	Tech Disposing	Unit Number	Division Code	Product Code	Reason for Disposal

*** Attach the shipping receipt to this form at the time of pickup***