Non-Technical SOP

Title	**Return and Reissue of Blood Products**	
Prepared by	Stephanie Codina	Date: 4/16/2011
Owner	Stephanie Codina	Date: 4/16/2011

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**

TABLE OF CONTENTS

1. PURPOSE

The transfusion service may receive blood products back into inventory if the blood products meet acceptable specifications. This procedure outlines the criteria that will be met and steps that will be taken to return a blood product to the available inventory.

2. SCOPE

This procedure applies to any blood product that has been issued and returned to the blood bank.

3. RESPONSIBILITY

All blood bank staff members must understand the return and reissue requirements for blood products.

4. DEFINITIONS

N/A

5. PROCEDURE

Step	Action
1	Blood products may be **considered** for return and reissue if they are returned within: A. 40 minutes for red blood cells and plasma products that were **not** issued in a blood product cooler B. Up to the acceptable time limit for red blood cells and plasma products that were issued in a blood product cooler and meet the qualifying conditions outlined in the remainder of this procedure. C. Up to 4 hours for platelet products that were stored at room temperature and, when held up to light, do not demonstrate platelet clumps upon visual inspection.

Step	Action
2	Ensure the returned blood product has maintained an appropriate temperature range: A. If the blood product contains a temperature indicator, examine the indicator for appropriate temperature storage. Refer to procedure, "HemoTemp II Temperature Indicators." B. If the blood product does not contain a temperature indicator, take the temperature of the blood product using a thermometer. a. The infrared thermometer may be used per procedure, "Infrared Thermometer Quality Control (Fisher Traceable)." b. A manual thermometer may be used. i. Ensure the thermometer is calibrated. ii. Place the thermometer in the middle of a unit and wrap the edges of the unit around the thermometer. iii. Place a rubber band around the unit to hold the thermometer in place until the temperature equilibrates. iv. Read the temperature. C. Appropriate temperature range: a. Red cells and plasma products must be returned at a temperature range of 1-6°C if issued in a blood transport cooler (storage) or 1-10°C if issued directly to the floor (transport). b. Platelets must be returned at temperatures between 20-24°C.
3	Examine the blood product and ensure it meets reissue requirements. A. The primary container has not been entered. The ports are covered and intact. B. At least 1 sealed segment remains integrally attached to the blood product. C. The visual inspection of the blood product is satisfactory.
4	If the blood product meets reissue requirements, it may be returned to inventory in the LIS. If not, it must be discarded. A. Access Sunquest function "Blood Status Update." B. At the "Unit Number" prompt, scan or type the unit number. C. Select the correct component from the drop-down list. D. Press the "Tab" key to move the curse or the date section. E. Press the "Tab" key twice to default the current date and time or type in a date and time.

Step	Action
4 Cont	F. In the "New Status" field, click on the down arrow and select one of the options. a. Select "INV" if the units are being returned to inventory (crossmatched or available status). b. Select "DS" if the units are being discarded. i. Use reason code "TEMPU" (returned outside of acceptable temperature range). ii. Be sure to complete a PI/Variance report form. c. Select "OD" if the units outdated while in the cooler and discard the blood products. G. Press the "Tab" key. H. If units are returned to inventory (INV status), the following fields will be displayed: a. The message "Pass visual inspection" appears. Check the appropriate box. i. Check "Yes" if the appearance and temperature of the unit meets reissue requirements. ii. Check "No" if the appearance or temperature of the unit does not meet reissue requirements. b. In the "Reason Code" field, enter: i. "IICE if the blood products were issued and returned in a medical transport cooler. ii. "RWTH" if the units were returned and meet requirements for re-issue. c. Click the "Add" button. d. Click the "Save" button. e. A new screen will appear. In the "New Status" column, select the appropriate status from the dropdown menu. i. Select "Allocated" if the unit is returned to crossmatched or allocated status. ii. Select "Released" if the unit returned to available inventory. f. Click the "Save" button.
5	Return the blood product to the appropriate storage location.
6	Pull the original issue slip and indicate on the slip that the unit was returned to inventory.
7	Complete a PI/Variance form if the unit was discarded. A. Include the reason why the blood product was returned to the blood bank. The transfusionist must indicate why the unit was returned. B. Attach copies of the original Transfusion Order form and pick-up slip.

6. RELATED DOCUMENTS

SOP: HemoTemp II Temperature Indicators
SOP: Infrared Thermometer Quality Control (Fisher Traceable)

7. REFERENCES

1. Roback, J.D., Combs, M.R., Grossman, B.J., Hillyer, C.D. 2011. Technical Manual of the AABB, 17th ed. AABB Publishing, Bethesda, Maryland.
2. Standards for Blood Banks and Transfusion Services, 2011. AABB, 27th ed. AABB Publishing, Bethesda, Maryland.

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes WAB306.00, SGAH B306.00		
000	8.1.12	Section 5: Added instructions for using a regular (non-infrared) thermometer for checking temperature. Added acceptable temperature range of 1-6C if units returned in a cooler. Updated computer ETC codes for return and discard.	SCodina	NCacciabeve

9. ADDENDA AND APPENDICES

None