Department	Laboratory
Laboratory	Blood Bank
Section	Blood Component Processing
Site(s)	UMMC/UMMCH
Document #	D-5841 BB v11

Subject **INSPECTION OF COMPONENTS UPON RECEIPT**

Purpose The following procedure outlines the conditions and documentation required for acceptable components.

This procedure meets AABB Standard 4.3, "Incoming blood, blood components, tissue, derivatives, and critically materials shall be received, inspected, and tested as necessary before acceptance into use.

This procedure meets the CAP Requirement TRM.4250, "All blood/blood components and tissues are inspected upon receipt from the supplier, immediately before use and at defined intervals, and records are maintained of these checks.

Policy Transfusable components are inspected for acceptability before entering into inventory.

Procedure

I. Packing slip (Order and Distribution Sheet) Inspection:

1. Verify the components are for UMMC. Ensure the units are for the correct campus—East or West.
2. Verify the correct component types are received.
3. Verify the number of units is correct; count units and compare to number listed on packing slip.
4. Verify the correct blood type(s) are received.
5. Do not process any units without proper paperwork. Notify supplier, and ask for correct packing slip to be faxed to blood bank.
   - i. Enter units in Blood Product Entry and then put into "HOLD" status in Blood Status Update.
   - ii. Once a correct packing slip is received from the supplier, remove units from "HOLD" status and process according to standard operating procedures.

II. Temperature Conditions:

1. Verify that proper packaging is present and thus units are at correct temperature.

The American Red Cross (ARC) has validated their shipping boxes and packaging methods; therefore, UMMC is not required to measure the unit temperatures when a shipment comes from ARC.

**If shipment is NOT coming from Red Cross, and it is coming from an outside supplier (supplier not programmed in the computer), see section V of this procedure to take temperatures of blood components upon receipt.

Refer to the "Blood Product Packing Requirements" binder near Processing Bench (East Bank) and near Components Bench (West Bank) containing pictures of proper packaging. Below is a brief description of what packaging materials should be present in the shipping box and the temperatures of the components upon receipt.

i. **Red Cell Components (**1-10◦C**):** Box should have ice present (temperature monitors may be on units). Follow procedure "Returned Blood And/Or Products Prepared and Not Used," for acceptance criteria of HemoTemp indicators.

ii. **Plasma (**<-18◦C**):** Box should contain dry ice with no evidence of thawing.

iii. **Cryoprecipitate (**<-20◦C**):** Box should contain dry ice with no evidence of thawing.

iv. **Platelets (**20-24◦C**):** Box should contain preconditioned temperature stabilizing packs and absorbent material.

v. **Granulocytes (**20-24◦C**):** Box should contain preconditioned temperature stabilizing packs and absorbent material.

2. Quarantine any questionable units and contact a Technical Supervisor/Specialist for resolution.

III. Temperature Verification requests:

1. American Red Cross (NCBS) periodically encloses a temperature form requesting the actual temperature of the shipping container. This can also be performed at the request of supervisory personnel or if temperature conditions are questionable.

2. Place a thermometer between a "sandwich" of two components that have been rubberbanded together and check the temperature after 60 seconds. If the shipping container is full, just put the thermometer between units before unpacking.

a. Red cells and whole blood must be 1-10^{o}C.

b. Platelets and leukocyte concentrates must be 20-24^{o}C.

c. Granulocytes must be 20-24°C.

d. Frozen plasma and cryoprecipitate must be <-18^{o}C.

3. Consult supervisory personnel if conditions are out of range.

IV. Unit Conditions:

1. Check unit for the following:

a. Properly labeled, not defaced, no more than two unique unit numbers.

b. Segments are intact.

c. No evidence of contamination-clots, flocculent material, abnormal color,

murky plasma, gas bubbles.

d. Leaks (inadequate sealing in ports or container).

2. Quarantine any questionable units. See procedure "Quarantine of Blood Products."

3. Either stamp the packing slip with the "Inspected and Acceptable" stamp and date and initial, or fill in the "American Red Cross Receiving Facility Use Only" section at the bottom of each page of the packing slip with the receipt date and initials.

4. File packing slips in proper slot according to date of receipt.

5. Store products at appropriate temperature until processed.

V. **Imported Shipments: (Suppliers not programmed in computer)

1. Inspect and store components as above following sections I, II, and IV.

2. Take the temperature of a unit from the shipping box using a calibrated Thermometer.

a. Red Blood Cells should be 1-10°C.

b. Plasma should be maintained in a frozen state. (<-18°C)

c. Cryoprecipitate should be maintained in a frozen state. (<-18°C)

d. Platelets should be 20-24°C.

e. Granulocytes should be 20-24°C.

3. If the unit temperatures are within the proper range, stamp the packing slip with
"Inspected and Acceptable" stamp and date and initial. Continue to Step 5.

4. If the unit temperatures are not within the proper range, Quarantine units and contact a Technical Specialist for resolution.

5. File packing slip in proper slot according to date of receipt.

6. Store components at appropriate temperature until processed.

References

1. Technical Manual, American Association of Blood Banks, Bethesda, MD

2. Customer Letter—ARC Shipping Qualification

3. ARC Packing Instructions for Hospital Customers

a. Platelet Box

b. Large Blood Box

c. Small RBC box

4. Instruction General Packing Inform

Summary of Changes	Added associated AABB standard and CAP requirement. Added clarification to ensure products are shipped to correct campus—East or West. Added details to receiving non-computer programed suppliers. Added reference to Red Cross shipping and packaging requirements. Added reference to Red Cross shipping validation and qualification.

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