Current Status: *Pending*	**PolicyStat ID:** *8684475*

Sutter Health
Sutter Roseville Medical Center

Origination:	*N/A*
Effective:	*Upon Approval*
Final Approved:	*N/A*
Last Revised:	*N/A*
Next Review:	*2 years after approval*
Owner:	*Irene Wittkop: Coord, Transfusion Service*
Policy Area:	*Lab - Transfusion Service*
References:	
Applicability:	*Sutter Roseville Medical Center*

Receiving and Storing Component Inventory

Receiving and Storing Component Inventory

Purpose	The purpose of this procedure is to provide instructions on the receipt, visual inspection and storage of blood components.
Policy	• SRMC has sole vendor contract with Vitalant as our blood supplier. Blood products collected or processed by a different supplier are imported through Vitalant. An e*xception is made for COVID Convalescent Plasma when inventory is unavailable at Vitalant.* • Sutter affiliates may transfer products amongst affiliates to minimize wastage. • Component inventory other than Autologus/Designated Donor RBC and Liquid Plasma may be processed and entered into to the LIS by Transfusion Service trained SLA, MLT or CLS. • Entry of Autologus/Designated RBC units and Liquid Plasma into the LIS is limited to Transfusion Service trained MLT or CLS. • Red cell components MUST have at least 3 segments remaining on bag to be acceptable for receipt into inventory. • Components will be transferred from the validated transport container to the appropriate monitored blood storage device as soon as possible after receipt. • When left sealed, the blood supplier container is validated for transport of up to 24 hrs. • The date/time of receipt of the components and identity of responsible party will be recorded in the Laboratory Information System (LIS). • The visual inspection will be performed at time of receipt and documented in the LIS. • Units that fail the visual inspection will be quarantined in the appropriate storage device, receipt refused in the Reconciliation step in the Portal and product returned or discarded at the direction of the supplier.

Procedure: Receiving

Step	Action		
1.	Sign the driver's delivery document.		
2.	Open the shipping box and remove the shipping document from the inside of the box.		
3.	Verify that the shipment is for Sutter Roseville.		
	If:	**Then:**	
	Yes	Continue to step 4	

	No	• Put Shipping Document back into box and seal with mailing tape • Contact Vitalant, Distribution to arrange for a driver to pick up shipment.	

4.	Inspect the condition of the container and coolant.		
	If:	**Then:**	
	Container seal is intact and coolant acceptable (ie. Wet cubed ice but not excessively melted for RBC and Liquid Plasma products, RT polar packs for platelets and sufficient dry ice for plasma and Cryo)	Continue to step 5	
	Seal broken on container or coolant unacceptable for product (See above)	• Note problem on shipping document • Reseal container • Notify Blood Supplier of problem • Email Transfusion Service Supervisor • Return products to supplier	
5.	Verify the following: • All units on shipping document have been received • All units received are listed on the Shipping document • The following information matches on the unit label and Shipping document: • Donor unit number • Blood Type • Expiration date • Component Description		
6.	Were any of the following seen? • units received that were not on shipping document • units on shipping document but not received • information on shipping document and unit label discrepant		
	If:	**Then:**	
	No	Proceed to step 7	
	Yes	• Record problem on shipping document • Call Vitalant Distribution and report problem • Email Transfusion Service	

		Specialist/ Supervisor • Proceed to step 7 for products that were not affected by errors	
7.	Does the unit have an irradiation sticker?		
	If:	**Then:**	
	No	Proceed to step 8	
	Yes	Verify that the RAD SURE sticker reads IRRADIATED • If IRRADIATED is not visible on RAD SURE: quarantine unit, notify supplier, fill out return form and Email Transfusion Service Specialist/Supervisor • If displayed appropriately, continue to next step.	
8.	Perform visual inspection of each unit. *Blood Component Visual Inspection Guide* may be used for reference when clarification is needed.		
	Component Type	**Are any of the following present?**	
	RBC	• Segments that appear much lighter in color than what is in bag • red cell mass purple • zone of hemolysis just above red cell mass • visible clots • plasma or supernatant murky, purple, brown or red • blood or plasma in sealed ports	
	Frozen products	• evidence of thawing (bag indentation is no longer visible) • evidence of cracks in bags or tubing • grossly lipemic units	
	Platelets	• presence of excessive aggregates	
	Liquid Plasma	• Pink to Red in color • Thick, whitish opaque mass that des not disperse easily by gentle manipulation • Clots • Fibrin strands • Murky appearance	
9	Were any of the observations listed in Step 8 present?		
	If:	**Then:**	
	Yes	• Visual inspection failed • Document reason for refusal on Shipping form • Quarantine units • Refuse products in Reconciliation in Portal • Notify Transfusion Service Specialist/Supervisor and blood supplier	

		• Create return form in Portal and return unit to supplier on next run • Proceed to step 10	
	No	Proceed to step 10	

10.	Are you entering units into computer system at this time?		
	If:	**Then:**	
	Yes	Refer to Computer Manual: Blood Product Entry for instructions Proceed to step 11 upon completion	
	No	Skip to step 13	
11.	Are any of the RBC products, for neonatal stock?		
	If:	**Then:**	
	No	Proceed to step 12	
	Yes	• Calculate the date when the unit will be 7 days post irradiation. • Complete the date on the temporary Neonatal unit tag • Use single piece of scotch tape to attach the temporary label • Proceed to next step 14	

12. Are units for stock inventory?

If:	**Then:**
Yes	Skip to next step 14
No	Proceed to step 13

13. See chart below for instructions on how to process and store specialty products?

Product:	**Handling:**
Special Order for patient	• SLA/MLT/CLS enters unit(s) into Sunquest inventory and checks orders to determine if ordered for specific patient requirements • Notify MLT/CLS that product has arrived • Place product in designated storage device for processing or allocation • CLS performs unit confirmation on RBC products • Place RBC units in the Reserved bucket in Helmer Double Door refrigerator, if for RBC orders awaiting samples • Units are tested, thawed and/or allocated, if sample has been received. • Proceed to Step 14
Autologous or Designated unit	SLA alerts Transfusion Service CLS/MLT that Auto/Designated units have arrived

If:	**Then:**
Date of Surgery is within 7 days	• CLS/MLT enters unit(s) into inventory ASAP • CLS checks patient record for current crossmatch orders • CLS replaces stock units with Autologous as

		needed • Proceed to step 14
	Date of Surgery greater than 7 days	• CLS/MLT enters units into inventory or leaves respective Shipping document on top of TS stacking tray • Makes entry in communication log to alert subsequent Day shift that unit needs to be entered • Proceed to Step 14
	Liquid Plasma	• Place unit on processing shelf of Helmer Double Door Refrigerator • Give Shipping document to CLS/MLT • BB CLS/MLT proceeds to *Processing and Labeling Liquid Plasma* procedure for instructions on how to process Liquid Plasma.
14.	Using the storage chart below, place components into the appropriate storage device. Products should be processed as soon workload allows. Products CANNOT be out of temperature storage requirements for more than 20 minutes.	

Product	**Receipt**	**Ready for Infusion**
RBC	• 1-6C, • Allogeneic in Helmer Double door Refrigerator • Autologous and Designated in Helmer Single door #2 Refrigerator. • Neonatal unit- O Neg product shelf in Helmer Double door refrigerator	• 1-6C, • Allogeneic- XM shelf for patient's Blood Type in Helmer Double door Refrigerator • Autologous and Designated in Helmer Single door #2 Refrigerator. • Neonatal- crossmtach shelf for Neonate's Blood Type in Helmer Double door Refrigerator
FFP, COVID Convalescent Plasma	• < -20C • Helmer Freezer	• 1-6C • Helmer Double door Refrigerator
Plasma, Cryo Reduced	• < -20C • Helmer Freezer	• 1-6C • Helmer Double door Refrigerator
Cryo, Cryo Pool	• < -20C • Helmer Freezer	• RT • counter
Platelets	• 20-24C • Platelet Incubator	• 20-24C • Platelet Incubator with continuous agitation

Related Documents	• Confirming a Blood Type on Donor RBC Units • Processing and Labeling Liquid Plasma • Quarantining Blood Products

	• Transferring/Returning Blood Components • Blood Product Entry • Blood Component Visual Inspection Guide, AABB Press, ARC

All revision dates:

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Laboratory Director	Lindsey Westerbeck: Dir, Lab	pending