



Current Status: *Draft*

PolicyStat ID: 9501357



Sutter Health
Sutter Roseville Medical Center

Origination:	10/28/2020
Effective:	N/A
Final Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Nadera Poirier: Spvr, Transfusion Services</i>
Policy Area:	<i>Lab - Transfusion Service</i>
References:	
Applicability:	<i>Sutter Roseville Medical Center</i>

Processing, Transporting, and Receiving Platelets in the MaxPlus STAT Platelet Pouch or MaxQ Blood Shipper

PURPOSE

To provide instructions for preparing or receiving platelets in the MaxPlus STAT Platelet Pouch (pouch) or MaxQ Blood Shipper (shipper).

POLICY

- Products may be transported and temporarily stored in the pouch or shipper for no longer than 24 hours.
- Only one platelet will be shipped per pouch.
- PCM22 Coolant Packs for the pouches are given a unique identifier to track that they have been charged for the appropriate amount of time.
- Pouch will only be used for internal transport during MTP events when the room temperature compartment of the HemoRoam is out of range or when a platelet is requested with a cooler.
- One to four platelets can be transported per shipper.
- Platelets with attached bag count as two platelets and cannot be transferred if unit has expired. Call Sutter affiliate prior to transferring product to confirm that affiliate can accept the non-expired double bag.
- SHS10 gel packs for the shippers are given a unique identifier to track that they have been charged for the appropriate amount of time.
- Shipper will only be used for internal transport to Outpatient Infusion Center.

EQUIPMENT/SUPPLIES

- MaxPlus STAT Platelet Pouch, one charged PCM22 Coolant Pack with unique identifier, and plastic transport bag
- MaxQ Blood Shipper, payload insert, and two charged SHS10 gel packs with unique identifier

PROCEDURE

Preparing and Packing Platelet(s) to be Transported

If:	Then:
Hospital to Hospital Transfer	<ul style="list-style-type: none"> Proceed to the section for the <i>MaxPlus STAT Platelet Pouch</i> or <i>MaxQ Blood Shipper</i> if shipping one platelet. Proceed to the section for the <i>MaxQ Blood Shipper</i> if shipping multiple platelets.
MTP Event	Proceed to the section for the <i>MaxPlus Stat Platelet Pouch</i> .
Issuing to Outpatient Infusion Center	Proceed to the section for the <i>MaxQ Blood Shipper</i> .

MaxPlus STAT Platelet Pouch

Step	Action						
1.	Remove the charged PCM22 Coolant Pack from the room temperature (20-24°C) storage area. See below for acceptability of PCM22 Coolant Pack in section <i>Managing PCM22 Coolant Pack and SHS10 Gel Packs</i> .						
2.	Place the charged PCM22 Coolant Pack inside the pouch.						
3.	Place one platelet on top of the PCM22 Coolant Pack. <i>Note: Platelet can either be placed flat or gently folded into pouch.</i>						
4.	Peel the adhesive strip and seal the pouch.						
5.	Document <i>Date, Time</i> and <i>Tech Code</i> on a <i>Platelet Packed</i> label and affix to the back of the pouch.						
6.	<table border="1"> <thead> <tr> <th>If:</th> <th>Then:</th> </tr> </thead> <tbody> <tr> <td>Hospital to Hospital Transfer</td> <td> <ul style="list-style-type: none"> Place the pouch and one copy of the <i>Hospital to Hospital Transfer</i> form or <i>Return/Transfer Packing List</i> form inside the plastic transport bag. Place the second copy of the <i>Hospital to Hospital Transfer</i> form or <i>Return/Transfer Packing List</i> form in the <i>Credits and Transfers</i> tray. </td> </tr> <tr> <td>MTP Event</td> <td>Send out with HemoRoam or cooler.</td> </tr> </tbody> </table>	If:	Then:	Hospital to Hospital Transfer	<ul style="list-style-type: none"> Place the pouch and one copy of the <i>Hospital to Hospital Transfer</i> form or <i>Return/Transfer Packing List</i> form inside the plastic transport bag. Place the second copy of the <i>Hospital to Hospital Transfer</i> form or <i>Return/Transfer Packing List</i> form in the <i>Credits and Transfers</i> tray. 	MTP Event	Send out with HemoRoam or cooler.
If:	Then:						
Hospital to Hospital Transfer	<ul style="list-style-type: none"> Place the pouch and one copy of the <i>Hospital to Hospital Transfer</i> form or <i>Return/Transfer Packing List</i> form inside the plastic transport bag. Place the second copy of the <i>Hospital to Hospital Transfer</i> form or <i>Return/Transfer Packing List</i> form in the <i>Credits and Transfers</i> tray. 						
MTP Event	Send out with HemoRoam or cooler.						

MaxQ Blood Shipper

Step	Action
1.	Remove two charged SHS10 gel packs from the room temperature (20-24°C) storage area. See below for acceptability of SHS10 gel packs in section <i>Managing PCM22 Coolant Pack and SHS10 Gel Packs</i> .
2.	Place a charged SHS10 gel pack on each side of the payload insert.
3.	Gently fold and place one to four platelets inside of the payload insert and close the lid.

4.	If:	Then:
	If Hospital to Hospital Transfer	<ul style="list-style-type: none"> Place one copy of the <i>Hospital to Hospital Transfer</i> form or <i>Return/Transfer Packing List</i> form in the clear pocket on top of the shipper. Document <i>To Sutter Affiliate, From Sutter Affiliate, the Date and Time Packed</i> and <i>Tech Code</i> on the shipper packing slip and insert in the clear pocket on top of the shipper. Place the second copy of the <i>Hospital to Hospital Transfer</i> form or <i>Return/Transfer Packing List</i> form in the <i>Credits and Transfers</i> tray.
	Outpatient Infusion Center	Complete the <i>SRMC OP Infusion Center Transport Log</i> and circle which shipper has been used. Documentation on the <i>SRMC OP Infusion Center Transport Log</i> is used in place of the shipper packing slip. Insert the laminated location identifier (<i>OP Infusion Center MOB 8 - Suite 250 SRMC</i>) in the clear pocket on top of the shipper.

PROCEDURE

Receiving Hospital to Hospital Transfer of Platelet(s)

MaxPlus STAT Platelet Pouch

Step	Action										
1.	Remove pouch and transfer documentation from the plastic transport bag.										
2.	Verify the <i>Platelet Packed</i> label is intact, <i>Date, Time</i> , and <i>Tech Code</i> are complete and the date and time on the label is ≤ 24 hours from the time the pouch is received.										
	<table border="1"> <tr> <td>If:</td> <td>Then:</td> </tr> <tr> <td><i>Platelet Packed</i> label is intact, <i>Date, Time</i> and <i>Tech Code</i> are complete, and date and time on label is ≤ 24 hours from the time pouch is received</td> <td>Proceed to step 3.</td> </tr> <tr> <td><i>Platelet Packed</i> label is not intact and there is no platelet in the pouch</td> <td>Proceed to step 6.</td> </tr> <tr> <td> <ul style="list-style-type: none"> <i>Platelet Packed</i> label is not intact or missing and there is a platelet in the pouch or PCM22 Coolant Pack is missing and there is a platelet in the pouch </td> <td> <ul style="list-style-type: none"> Platelet is unacceptable for use. Refer to SOP <i>Blood Status Update (BSU) in Sunquest</i> to discard platelet. </td> </tr> <tr> <td><i>Date, Time</i> and <i>Tech Code</i> on <i>Platelet Packed</i> label are incomplete, and/or date and time on <i>Platelet Packed</i> label is > 24 hours from the time the pouch is received</td> <td> <ul style="list-style-type: none"> Refer to SOP <i>Quarantining Blood Products</i> and quarantine the platelet for Transfusion Services Supervisor's review. Notify the Transfusion Services Supervisor. </td> </tr> </table>	If:	Then:	<i>Platelet Packed</i> label is intact, <i>Date, Time</i> and <i>Tech Code</i> are complete, and date and time on label is ≤ 24 hours from the time pouch is received	Proceed to step 3.	<i>Platelet Packed</i> label is not intact and there is no platelet in the pouch	Proceed to step 6.	<ul style="list-style-type: none"> <i>Platelet Packed</i> label is not intact or missing and there is a platelet in the pouch or PCM22 Coolant Pack is missing and there is a platelet in the pouch 	<ul style="list-style-type: none"> Platelet is unacceptable for use. Refer to SOP <i>Blood Status Update (BSU) in Sunquest</i> to discard platelet. 	<i>Date, Time</i> and <i>Tech Code</i> on <i>Platelet Packed</i> label are incomplete, and/or date and time on <i>Platelet Packed</i> label is > 24 hours from the time the pouch is received	<ul style="list-style-type: none"> Refer to SOP <i>Quarantining Blood Products</i> and quarantine the platelet for Transfusion Services Supervisor's review. Notify the Transfusion Services Supervisor.
If:	Then:										
<i>Platelet Packed</i> label is intact, <i>Date, Time</i> and <i>Tech Code</i> are complete, and date and time on label is ≤ 24 hours from the time pouch is received	Proceed to step 3.										
<i>Platelet Packed</i> label is not intact and there is no platelet in the pouch	Proceed to step 6.										
<ul style="list-style-type: none"> <i>Platelet Packed</i> label is not intact or missing and there is a platelet in the pouch or PCM22 Coolant Pack is missing and there is a platelet in the pouch 	<ul style="list-style-type: none"> Platelet is unacceptable for use. Refer to SOP <i>Blood Status Update (BSU) in Sunquest</i> to discard platelet. 										
<i>Date, Time</i> and <i>Tech Code</i> on <i>Platelet Packed</i> label are incomplete, and/or date and time on <i>Platelet Packed</i> label is > 24 hours from the time the pouch is received	<ul style="list-style-type: none"> Refer to SOP <i>Quarantining Blood Products</i> and quarantine the platelet for Transfusion Services Supervisor's review. Notify the Transfusion Services Supervisor. 										
3.	Remove platelet from the pouch. Visually inspect platelet for acceptability.										
4.	Determine platelet receiving location.										

	If receiving platelet:	Then:
	Within the hospital	Update unit status in Sunquest. See SOP <i>Blood Status Update (BSU) in Sunquest</i> .
	From another Sutter affiliate	<ul style="list-style-type: none"> • <i>ShipOut to Inventory</i> in Sunquest. Refer to SOP <i>Blood Status Update (BSU) in Sunquest</i>. • Reconcile platelets in the Vitalant customer portal. Refer to SOP <i>Receiving and Storing Blood Products for Inventory</i>.
5.	Place platelet in appropriate storage.	
6.	Remove PCM22 Coolant Pack from the pouch and dispose of the pouch in the biohazard waste container.	
7.	Verify sending location of PCM22 Coolant Pack	
	If:	Then:
	Within the hospital	<ul style="list-style-type: none"> • Place PCM22 Coolant Pack in appropriate storage location. • Proceed to section <i>Managing PCM22 Coolant Pack and SHS10 Gel Packs</i>.
	Another Sutter affiliate	Return PCM22 Coolant Pack to Sutter affiliate.

MaxQ Blood Shipper

Step	Action						
1.	<p>Verify that the shipper packing slip is intact, <i>Date and Time Packed</i>, and <i>Tech Code</i> are complete and the date and time on the shipper packing slip is ≤ 24 hours from the time the shipper is received.</p> <p><i>Note: If shipper is being returned from Outpatient Infusion Center see SOP Returning Blood Products to Transfusion Services from the Outpatient Infusion Center in Approved Transport Devices.</i></p> <table border="1"> <tr> <td>If:</td> <td>Then:</td> </tr> <tr> <td>Shipper packing slip is intact, <i>Date and Time Packed</i>, and <i>Tech Code</i> are complete, and date and time on shipper packing slip is ≤ 24 hours from the time shipper is received</td> <td> <ul style="list-style-type: none"> • Visually inspect the platelet(s) for acceptability. • <i>ShipOut to Inventory</i> in Sunquest. Refer to SOP <i>Blood Status Update (BSU) in Sunquest</i>. • Reconcile platelets in the Vitalant customer portal. Refer to SOP <i>Receiving and Storing Blood Products for Inventory</i>. </td> </tr> <tr> <td>Shipper packing slip is not intact and there is no platelet in the shipper</td> <td>Proceed to step 3.</td> </tr> </table>	If:	Then:	Shipper packing slip is intact, <i>Date and Time Packed</i> , and <i>Tech Code</i> are complete, and date and time on shipper packing slip is ≤ 24 hours from the time shipper is received	<ul style="list-style-type: none"> • Visually inspect the platelet(s) for acceptability. • <i>ShipOut to Inventory</i> in Sunquest. Refer to SOP <i>Blood Status Update (BSU) in Sunquest</i>. • Reconcile platelets in the Vitalant customer portal. Refer to SOP <i>Receiving and Storing Blood Products for Inventory</i>. 	Shipper packing slip is not intact and there is no platelet in the shipper	Proceed to step 3.
If:	Then:						
Shipper packing slip is intact, <i>Date and Time Packed</i> , and <i>Tech Code</i> are complete, and date and time on shipper packing slip is ≤ 24 hours from the time shipper is received	<ul style="list-style-type: none"> • Visually inspect the platelet(s) for acceptability. • <i>ShipOut to Inventory</i> in Sunquest. Refer to SOP <i>Blood Status Update (BSU) in Sunquest</i>. • Reconcile platelets in the Vitalant customer portal. Refer to SOP <i>Receiving and Storing Blood Products for Inventory</i>. 						
Shipper packing slip is not intact and there is no platelet in the shipper	Proceed to step 3.						

	<ul style="list-style-type: none"> • Shipper packing slip is not intact or missing or • SHS10 gel packs are missing 	<ul style="list-style-type: none"> • Platelet(s) is unacceptable for use. Refer to SOP <i>Blood Status Update in Sunquest</i> to discard platelet(s).
	<p><i>Date and Time Packed</i> and <i>Tech Code</i> are incomplete, and/or date and time on shipper packing slip is > 24 hours form the time the shipper is received</p>	<ul style="list-style-type: none"> • Refer to SOP <i>Quarantining Blood Products</i> and quarantine the platelet(s) for Transfusion Services Supervisor's review. • Notify the Transfusion Services Supervisor.
2.	Place platelet(s) in appropriate storage.	
3.	Return shipper, SHS10 gel packs, and payload insert to Sutter affiliate.	

PROCEDURE

Managing PCM22 Coolant Pack and SHS10 Gel Packs

PCM22 Coolant Pack

The PCM22 Coolant Pack must be charged for 12 hours at room temperature (20-24°C) prior to each use. Follow the steps below to properly document the charging of the PCM22 Coolant Pack.

Step	Action						
1.	<p>When placing the PCM22 Coolant Pack in the room temperature (20-24°C) storage area, complete the following fields on the <i>SRMC PCM22 Coolant Pack Summary Log for MaxPlus STAT Platelet Pouch</i>:</p> <ul style="list-style-type: none"> • <i>PCM22 Identifier</i> • <i>Date</i> • <i>Time</i> • <i>Tech Code</i> 						
2.	<p>To use the PCM22 Coolant Pack, use the PCM22 identifier on the coolant pack to locate the coolant pack on the <i>SRMC PCM22 Coolant Pack Summary Log for MaxPlus STAT Platelet Pouch</i>.</p> <table border="1" data-bbox="256 1507 1321 1917"> <thead> <tr> <th>If:</th> <th>Then:</th> </tr> </thead> <tbody> <tr> <td>Pre-conditioned for ≥ 12 hours</td> <td> <ul style="list-style-type: none"> • PCM22 Coolant Pack is okay to use. • Document the following on the log: <ul style="list-style-type: none"> ◦ Under <i>Pre-conditioned</i> column document Y. ◦ Record <i>Date</i> and <i>Time</i> coolant pack was placed in pouch and <i>Tech Code</i>. </td> </tr> <tr> <td>Not pre-conditioned for ≥ 12 hours</td> <td> <ul style="list-style-type: none"> • PCM22 Coolant Pack is not okay to use. • Return to the designated room temperature (20-24°C) storage area. </td> </tr> </tbody> </table>	If:	Then:	Pre-conditioned for ≥ 12 hours	<ul style="list-style-type: none"> • PCM22 Coolant Pack is okay to use. • Document the following on the log: <ul style="list-style-type: none"> ◦ Under <i>Pre-conditioned</i> column document Y. ◦ Record <i>Date</i> and <i>Time</i> coolant pack was placed in pouch and <i>Tech Code</i>. 	Not pre-conditioned for ≥ 12 hours	<ul style="list-style-type: none"> • PCM22 Coolant Pack is not okay to use. • Return to the designated room temperature (20-24°C) storage area.
If:	Then:						
Pre-conditioned for ≥ 12 hours	<ul style="list-style-type: none"> • PCM22 Coolant Pack is okay to use. • Document the following on the log: <ul style="list-style-type: none"> ◦ Under <i>Pre-conditioned</i> column document Y. ◦ Record <i>Date</i> and <i>Time</i> coolant pack was placed in pouch and <i>Tech Code</i>. 						
Not pre-conditioned for ≥ 12 hours	<ul style="list-style-type: none"> • PCM22 Coolant Pack is not okay to use. • Return to the designated room temperature (20-24°C) storage area. 						

3. Once the PCM22 Coolant Pack has been returned, on a new line, repeat step 1.

SHS10 Gel Packs

The SHS10 gel packs must be charged for 24 hours at room temperature (20-24°C) prior to each use. Follow the steps below to properly document the charging of the SHS10 gel packs.

Step	Action						
1.	When placing the SHS10 gel packs in the room temperature (20-24°C) storage area, complete the following fields on the <i>SRMC SHS10 Gel Pack Summary Log for MaxQ Blood Shipper</i> : <ul style="list-style-type: none"> • <i>SHS10 Identifier</i> • <i>Date</i> • <i>Time</i> • <i>Tech Code</i> 						
2.	To use the SHS10 gel pack, use the SHS10 identifier on the gel pack to locate the gel pack on the <i>SRMC SHS10 Gel Pack Summary Log for MaxQ Blood Shipper</i> . <table border="1" data-bbox="256 772 1321 1186"> <thead> <tr> <th>If:</th> <th>Then:</th> </tr> </thead> <tbody> <tr> <td>Pre-conditioned for ≥ 24 hours</td> <td> <ul style="list-style-type: none"> • SHS10 gel pack is okay to use. • Document the following on the log: <ul style="list-style-type: none"> ◦ Under <i>Pre-conditioned</i> column document <i>Y</i>. ◦ Record <i>Date</i> and <i>Time</i> gel pack was placed in shipper and <i>Tech Code</i>. </td> </tr> <tr> <td>Not pre-conditioned for ≥ 24 hours</td> <td> <ul style="list-style-type: none"> • SHS10 gel pack is not okay to use. • Return to the designated room temperature (20-24°C) storage area. </td> </tr> </tbody> </table>	If:	Then:	Pre-conditioned for ≥ 24 hours	<ul style="list-style-type: none"> • SHS10 gel pack is okay to use. • Document the following on the log: <ul style="list-style-type: none"> ◦ Under <i>Pre-conditioned</i> column document <i>Y</i>. ◦ Record <i>Date</i> and <i>Time</i> gel pack was placed in shipper and <i>Tech Code</i>. 	Not pre-conditioned for ≥ 24 hours	<ul style="list-style-type: none"> • SHS10 gel pack is not okay to use. • Return to the designated room temperature (20-24°C) storage area.
If:	Then:						
Pre-conditioned for ≥ 24 hours	<ul style="list-style-type: none"> • SHS10 gel pack is okay to use. • Document the following on the log: <ul style="list-style-type: none"> ◦ Under <i>Pre-conditioned</i> column document <i>Y</i>. ◦ Record <i>Date</i> and <i>Time</i> gel pack was placed in shipper and <i>Tech Code</i>. 						
Not pre-conditioned for ≥ 24 hours	<ul style="list-style-type: none"> • SHS10 gel pack is not okay to use. • Return to the designated room temperature (20-24°C) storage area. 						
3.	Once the SHS10 gel pack has been returned, on a new line, repeat step 1.						

PROCEDURE

Cleaning MaxQ Blood Shipper

To clean shipper, remove payload insert.

- Using one of the following cleansers, wipe down both the inside and outside of the payload insert and shipper:
 - 6-10% bleach solution
 - Sani-Cloth
 - Virex
 - OR wipes
 - 6-8% Hydrogen Peroxide solution
- Allow to air dry.

RELATED DOCUMENTS

- Blood Status Update (BSU) in Sunquest

- Quarantining Blood Products
- Receiving and Storing Blood Products for Inventory
- Returning Blood Products to Transfusion Services from the Outpatient Infusion Center in Approved Transport Devices

All revision dates:

Attachments

[SRMC PCM22 Coolant Pack Summary Log for MaxPlus STAT Platelet Pouch.pdf](#)

[SRMC SHS10 Gel Pack Summary Log for MaxQ Blood Shipper.pdf](#)

DRAFT