



**Origination:** 10/28/2020  
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**Next Review:** 2 years after approval  
**Owner:** Nadera Poirier: Supervisor,  
Laboratory Analytic  
**Policy Area:** Lab - Transfusion Service  
**References:**  
**Applicability:** Sutter Roseville Medical Center

## Use and Maintenance of MaxPlus MTP Cooler, Blood/Plasma Cooler, Platelet Shipper, and Platelet Pouch

### PURPOSE

To provide instructions for the use and maintenance of the MaxPlus MTP Cooler, RBC/Plasma Cooler, Platelet Shipper, and Platelet Pouch.

### POLICY

- Products may be transported and temporarily stored in the MTP Cooler and RBC/Plasma Cooler for no longer than 4 hours. Products may be transported and temporarily stored in the Platelet Shipper and Platelet Pouch for no longer than 24 hours.
- All coolant packs (room temperature, refrigerated, and frozen) are given unique identifiers to track that they have been charged for 24 hours.
- The RBC/Plasma Cooler, Platelet Shipper, and Platelet Pouch can be used to transport products between Sutter affiliates.
- MTP Cooler
  - 2-6 RBCs (in RBC compartment), 2-6 plasmas (in plasma compartment), 1-2 platelets or cryo (in platelet compartment) can be transported in cooler
- RBC/Plasma Cooler
  - 1-8 RBCs/plasmas can be transported in cooler
  - Call Sutter affiliate prior to transferring RBC/plasma products to confirm that affiliate is able to accept product
- Platelet Shipper
  - 1-4 platelets can be transported in shipper (double-bagged platelets are considered 2 bags)
  - Shipper may be used for internal transport to Outpatient Infusion Center (OP IVC)
  - Call Sutter affiliate prior to transferring platelet products to confirm that affiliate is able to accept product

- Platelet Pouch
  - 1 platelet can be transported per pouch
  - Double-bagged platelets are considered 2 bags and cannot be transported in a platelet pouch
  - Pouch may be used for internal transport during emergent use when only a platelet has been requested
  - Call Sutter affiliate prior to transferring platelet products to confirm that affiliate is able to accept product

## EQUIPMENT/SUPPLIES

MTP Cooler	RBC/Plasma Cooler	Platelet Shipper	Platelet Pouch
3 frozen (MTPBPOP) 2 refrigerated (MTPS6) 1 room temperature (MTPSG22)	Payload insert 3 frozen (SHFZ) 2 refrigerated (SHREF) Filler bag	Payload insert 2 room temperature (SHS10)	1 room temperature (PCM22 SRMC) Plastic transport bag

## PROCEDURE

### Preparing and Packing MTP Cooler

Step:	Action:
1.	Place 2 frozen coolant packs against the two opposite walls of the cooler and 1 in the lid of the cooler.
2.	Place 2 refrigerated coolant packs against the two opposite walls of the cooler making sure to place them on the inside face of the frozen coolant packs to avoid putting RBCs or plasma in close contact with frozen coolant pack.
3.	Place RBCs with temperature indicators in the compartment designated for the RBCs in an upright position. Place plasma with temperature indicators (if indicated) in the compartment designated for the plasma in an upright position. Note: If plasma is to be used that has not been equilibrated to 2-6°C, then the temperature of the plasma must be documented on the <i>Emergency Release Blood Components Issue Log</i> prior to placing in the MTP Cooler.
4.	Close the cooler lid, ensuring that it is sealed properly.
5.	If platelet and/or cryo is required, place the room temperature coolant pack inside the platelet/ cryo compartment of the cooler against the <i>cooler wall</i> .
6.	Place platelet and/or cryo in front of the coolant pack and close the lid making sure the front latch is properly connected.

## Preparing and Packing RBC/Plasma Cooler

Step:	Action:				
1.	Place the payload insert into the cooler.				
2.	Place 1 refrigerated coolant pack in the back of the cooler between the payload insert and the wall of the cooler.				
3.	Place 1 refrigerated coolant pack in the lid of the cooler.				
4.	Place 1 frozen coolant pack against each of the remaining 3 sides of the cooler between the payload insert and the wall of the cooler.				
5.	Lay up to 2-8 RBCs/plasma flat in the payload insert with the units overlapping each other. Close the lid, ensuring that it is sealed properly. Note: When transporting 1 RBC or 1 plasma, a refrigerated filler bag must be used to equal the equivalent of 2 RBCs/2 plasma. Lay the RBC/plasma flat in the payload insert with filler bag overlapping the RBC/plasma.				
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"> <li>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 cooler.</li> <li>Document <i>To Sutter Affiliate, From Sutter Affiliate, the Date and Time Packed</i> and <i>Tech Code</i> on the <i>Transport Box Packing Slip</i> and insert in the clear pocket on top of the shipper</li> <li>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.</li> </ul> </td> </tr> </tbody> </table>	If:	Then:	Hospital to Hospital Transfer	<ul style="list-style-type: none"> <li>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 cooler.</li> <li>Document <i>To Sutter Affiliate, From Sutter Affiliate, the Date and Time Packed</i> and <i>Tech Code</i> on the <i>Transport Box Packing Slip</i> and insert in the clear pocket on top of the shipper</li> <li>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.</li> </ul>
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## Preparing and Packing Platelet Shipper and Platelet Pouch

If:	Then:
Hospital to Hospital Transfer	<ul style="list-style-type: none"> <li>Proceed to the section for the <i>Platelet Shipper</i> or <i>Platelet Pouch</i> if shipping one platelet.</li> <li>Proceed to the section for the <i>Platelet Shipper</i> if shipping multiple platelets.</li> </ul>
MTP Event	Proceed to the section for the <i>Platelet Pouch</i>
Issuing to OP IVC	Proceed to the section for the <i>Platelet Shipper</i>

## Platelet Shipper

Step:	Action:	
1.	Place the payload insert into the shipper.	
2.	Place 1 room temperature coolant pack on each side of the payload insert.	
3.	Gently fold and place 1-4 platelets inside of the payload insert and close the lid, ensuring that it is sealed properly.	
4.	<b>If:</b>	<b>Then:</b>
	If Hospital to Hospital Transfer	<ul style="list-style-type: none"> <li>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.</li> <li>Document <i>To Sutter Affiliate, From Sutter Affiliate, the Date and Time Packed</i> and <i>Tech Code</i> on the <i>Transport Box Packing Slip</i> and insert in the clear pocket on top of the shipper</li> <li>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.</li> </ul>
	OP IVC	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.

## Platelet Pouch

Step:	Action:	
1.	Place 1 room temperature Platelet Pouch coolant pack inside the pouch.	
2.	Place one platelet on top of the coolant pack. Note: Platelet can either be placed flat or gently folded into pouch.	
3.	Peel the adhesive strip and seal the pouch.	
4.	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.	
5.	<b>If:</b>	<b>Then:</b>
	Hospital to Hospital Transfer	<ul style="list-style-type: none"> <li>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</li> <li>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</li> </ul>

# Managing Coolant Packs

- All coolant packs must be charged for 24 hours.
- Frozen coolant packs must be stored at <-18°C.
- Refrigerated coolant packs must be stored at 1-6°C.
- Room temperature coolant packs must be stored at 21-24°C.

## Managing Coolant Packs for MTP Cooler and RBC/Plasma Cooler

Use of coolant packs will be documented *after* use. Unusable and usable coolant packs will be stored separately. Each shift is responsible for reviewing the coolant pack logs to determine which coolant packs can be placed into the usable inventory.

Step:	Action:
1.	<p>Following use of the coolant packs, place the MTPBPOP, MTPS6, MTPSG22, SHREF, or SHFZ into the <b>unusable</b> designated storage area after completing the following fields on the appropriate log:</p> <ul style="list-style-type: none"> <li>• Coolant pack <i>Identifier</i></li> <li>• <i>Date</i></li> <li>• <i>Time</i></li> <li>• <i>Tech Code</i></li> </ul>
2.	<p>Each shift is to review the coolant pack log for the MTP Coolers and RBC/Plasma Cooler to determine whether there are coolant packs that have charged for 24 hours that can be moved to the <b>usable</b> designated storage area. Complete the following fields on the appropriate log before returning the coolant packs to the usable designated storage area.</p> <ul style="list-style-type: none"> <li>• Under <i>Pre-conditioned</i> column document Y</li> <li>• <i>Date</i></li> <li>• <i>Time</i></li> <li>• <i>Tech Code</i></li> </ul>

## Managing Coolant Packs for Platelet Shipper and Platelet Pouch

Use of the coolant packs will be documented *before* use. Coolant packs for the Platelet Shipper are to be rotated while in storage. Coolant packs to the right are to be used first and coolant packs that are being returned are to be stored to the left.

Step:	Action:
1.	<p>When returning the coolant packs to the designated storage area, complete the following fields on the appropriate log before returning the coolant packs to the storage area</p> <ul style="list-style-type: none"> <li>• Coolant pack <i>Identifier</i></li> <li>• <i>Date</i></li> <li>• <i>Time</i></li> <li>• <i>Tech Code</i></li> </ul>

2. To use the coolant pack, use the coolant pack identifier to locate the coolant pack on the appropriate log. If the coolant pack has been charging for 24 hours, complete the following fields on the appropriate log:
- Under *Pre-conditioned* column document *Y*
  - *Date*
  - *Time*
  - *Tech Code*

## Cleaning MTP Cooler, RBC/Plasma Cooler, and Platelet Shipper

For devices with payload inserts, remove the payload insert prior to cleaning.

- Using Sani-Cloth, wipe down both the inside and outside of the payload insert and shipper.
- Allow to air dry.

All revision dates:

10/12/2022, 4/21/2021, 10/28/2020

### Attachments

- [SRMC BP0P Coolant Pack Summary Log for MaxPlus MTP Cooler.pdf](#)
- [SRMC PCM22 Coolant Pack Summary Log for MaxPlus Platelet Pouch.pdf](#)
- [SRMC S6 Coolant Pack Summary Log for MaxPlus MTP Cooler.pdf](#)
- [SRMC SG22 Coolant Pack Summary Log for MaxPlus MTP Cooler.pdf](#)
- [SRMC SHFZ Coolant Pack Summary Log for MaxPlus RBC Plasma Cooler.pdf](#)
- [SRMC SHREF Coolant Pack Summary Log for MaxPlus RBC Plasma Cooler.pdf](#)
- [SRMC SHS10 Coolant Pack Summary Log for MaxPlus Platelet Shipper.pdf](#)

### Approval Signatures

Step Description	Approver	Date
Laboratory Director	Lindsey Westerbeck: Director, Laboratory Services	pending