**Purpose**

This policy describes the methods and procedures used by Harborview Medical Center Transfusion Service to return blood products to Puget Sound Blood Center (PSBC).

**Policy**

* Blood products are returned to PSBC following discussion and agreement between HMC TSL and PSBC.
* PSBC forms are used to document the transfer.
* HMC TSL uses Sunquest (SQ) to document transfer.

**Procedure**

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| **Step** | **Action** | **Related Documents** |
| **1** | **Identify blood products for possible return to PSBC.**   1. Products deemed unacceptable by HMC TSL:  * Complete a Component Complaint form * Fax to PSBC immediately for follow-up. * *Form will be faxed back with the resolution*  1. Product has been recalled/PSBC Recall/Lookback form  * PSBC notifies TSL of blood products to be removed from the available inventory * TSL investigates the status of the blood product(s), quarantines available blood products, and replies to PSBC * PSBC will notify TSL if the product is to be discarded at TSL or returned to PSBC.  1. PSBC has requested a return (i.e., rare unit, inventory sharing) | Visual Inspection of Plasma  Visual Inspection of Red Blood Cells  PSBC Component Complaint form  QP: Recall and Retrieval of Nonconforming Products |
| **2** | **Schedule return**   * Dayshift with the routine courier run if possible * Special transport if so indicated by PSBC |  |

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| --- | --- | --- |
| **Step** | **Action** | **Related Documents** |
| **3** | **Complete the Component Return form:**   * Only one type of component per form * Complete all shaded areas * Attach SQ report instead of writing unit number(s). Write “See Attached Report” on the top line. * Check YES for products maintained at the storage temperature indicated on the product label. * Check NO if the products have not been maintained at the appropriate storage temperature * Print full name and date   *Note: The main intent of the Component Return form is to provide assurance to regulatory agencies that blood components being returned for reissue have been stored in a monitored temperature environment and were packaged within shipping container validation guidelines.* | PSBC Component Return form |
| **4** | **Prepare the shipping container:**   * Label “PSBC IM, Return Product” * Tape the Component Return form to the container |  |
| **5** | **Package the blood product and paperwork:**   * Pack different types of components in separate boxes. * When the courier arrives, ask them to wait while product is packaged. * Utilize ice, temperature stabilizers or dry ice from received products, if possible. * Place the completed white copy of the Component Return form on top of the inner box insulator. * Retain the pink copy. | Packing Blood Products for Transport |
| **6** | **Forward paperwork to the QA supervisor.** |  |
| **7** | **Complete a QIM, attaching a copy of applicable paperwork:**   * Component Complaint form * Recall/Lookback form * SQ Blood Bank Inquiry report * Component Return form | QP: Occurrence Management |

**References**

Standards for Blood Banks and Transfusion Services, Current Edition. American Association of Blood Banks. AABB Press, Bethesda, MD

PSBC Communications