**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 PlasmaVisual 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
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| **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