**Purpose**

To describe the process for shipping and receiving blood components between HMC and UWMC Transfusion Services Laboratory (TSL)

**Policy**

HMC and UWMC TSL will transfer blood components between each facility based on product need at each facility. Validated blood component shipping containers from the blood suppliers will be used for transport between HMC and UWMC TSL. Blood components at each facility will be maintained at the appropriate storage and temperature prior to shipping. Blood components that qualify for transfer must be in date and available in inventory.

**Procedure**

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| **Step** | **Action** | **Related Documents** |
|  | **Shipping Blood Components to UWMC TSL** |  |
| 1 | UWMC TSL may request blood components from HMC for the following reasons   * Short dated components for inventory management * Components for specific patient needs |  |
| 2 | Upon request for blood components from UWMC TSL; verify the following   * Type of component and blood type * Quantity * Special attributes such as irradiation, antigen neg etc * Name of person placing the request * Date and Time of Request | Blood Component Transfer Log |
| 3 | Identify the requested component is in inventory and available to ship   * All units prior to issue must be in available status |  |
| 4 | Transfer Units using Blood Status Update   * Select *In Transit* from dropdown menu in the Update Option field * Scan the unit number and component ecode from the unit * Click Submit * Tab through date and time. Manually enter date and time if different from current * Choose appropriate destination code * If shipping to UWMC, use code BB * Perform and update visual inspection * Units failing visual inspection must be packed and shipped separately * Update Unit Location to correct destination: U * Click Ok, Continue and Save to complete transfer * Repeat process until all units to send are placed *In Transit* | SQ Blood Status Update  Visual Inspection of Plasma Products  Visual Inspection of Red Cell Products |
| 5 | Print BBR9   * Log onto SmartTerm * Enter BBR * Enter printer # to print report on * Enter 9 for *Ship Out List* report * Enter starting location: H * Press enter at the Area prompt, then enter A to accept the entries * Enter Y at “Separate Report by Hospital/Area?” if prompted * Start and End date – T to default today * Start and End Time- T to default today * Enter destination- BB for UWMC TSL * Enter Component Type/Group * RBCG- Red Cells * PLG- Platelets * PLSG- Plasma * CRYG- Cryoprecipitate * Enter IT for Print Status * A to accept entries |  |
| 6 | Retrieve BBR9 report and verify that the list matches the components being shipped   * Resolve any discrepancies prior to shipping. Time frame for report may need adjustment if other units are on the report * Make copy of BBR 9 and place on QA compliance analyst desk for billing resolution |  |
| 7 | Pack products per SOP | Packing Blood Products for Transport |
| 8 | Place BBR9 report on top of the foam insert , close lid and seal |  |
| 9 | Attach label indicating destination: UWMC Transfusion Service Lab-NN601 |  |
| 10 | Call courier for pickup   * Courier through UW laboratory services for scheduled pickup and deliveries * Transportation via Farwest or Delivery Express |  |
|  | **Receiving Blood Components from UWMC TSL** |  |
| 11 | Units may be requested from UWMC TSL for the following reasons   * Inventory for specific product attributes such as irradiation * Specific blood types for patient specific needs * Short dated components for inventory management |  |
| 12 | Call UWMC TSL and indicate need | Blood Component Transfer Log |
| 13 | UWMC TSL will send blood components |  |
| 14 | Upon arrival at HMC   * Review the packing list (BBR9) to ensure all components are accounted for. Contact UWMC TSL for any discrepancies * Verify the blood components pass inspection * Make copy of packing list and place on QA compliance analyst desk for billing resolution | Visual Inspection of Red Cells  Visual Inspection of Plasma Products  Receiving Blood Products Into Inventory |
| 15 | Receive Units using Blood Status Update   * Select *In Transit to Inventory* from the drop down menu in the Update Option field * Scan the unit # and component ecode from the unit * Tab through date and time. Manually enter date and time if different from current * Tab to accept the default “New Status” of Inv- Inventory * Record the visual inspection * Update Unit Location to H * Click Save to complete the transfer | SQ Blood Status Update |
| 16 | Repeat step 5 for additional units received |  |
| 17 | Verify units are in available status  Red Blood Cell Components   * Pull segments for storage * Verify retype has been completed   Plasma Components   * Verify visual inspection has been completed | SQ Blood Bank Inquiry  Receiving Blood Products Into Inventory |
|  | **Transferring Blood Components to hospitals other than UWMC** |  |
| 19 | Outside hospitals may occasionally require blood components in our inventory   * Approval by a MLS Lead/Manager/Medical Director is required for transfer of blood components * Follow Blood supplier process for transfer of components | Bloodworks Component Transfer Form |

**References**

Blood Bank User Guide, Mysis Laboratory, Version 7.2

Bloodworks Northwest

American Red Cross

Cascade Regional Blood Services