| University of Washington Medical Center<br>1959 NE Pacific Street. Seattle, WA 98195<br>Transfusion Services Laboratory<br>Policies and Procedures Manual | Original Effective Date: 10-28-2020<br>Revision Effective Date: | Number: PC-0089.01 |
|---|---|---|

# TITLE: Returning Blood Components to Montlake from Northwest Campus

## PURPOSE:
To specify the process to for Northwest Transfusion Support Service (TSS) to pack and return blood components to Montlake Transfusion Service Laboratory (TSL).

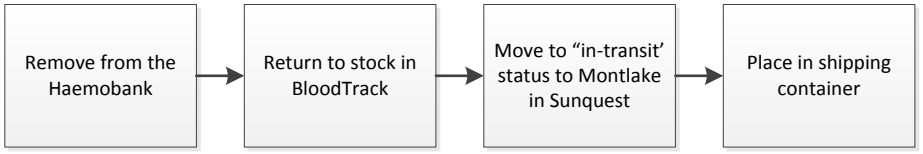
## LOCATION:
Northwest Transfusion Support Service (TSS)

## PRINCIPLE & CLINICAL SIGNIFICANCE:
### Principle
When shipping to areas outside the facility, blood components must be packed in a manner such that required shipping temperatures are maintained.

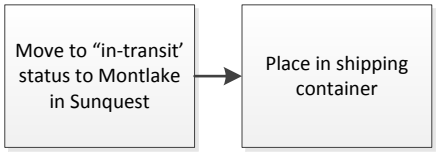
### Clinical Significance

Blood components not shipped at the proper temperatures are at increased risk for bacterial contamination, hemolysis and other deleterious effects or may otherwise not function as expected and should be discarded to protect the potential recipient.

## POLICIES:
- The process for returning blood components is different for blood components stored in the Haemobank and components stored in other devices:
    - Haemobank workflow:




    - Non-Haemobank




- The return of blood components should be performed in a manner such that time out of controlled storage conditions is limited. When returning blood components stored in the Haemobank, only remove the number that can be processed and placed in the shipping container while maintaining the component at acceptable temperature.

- Validated blood shipping containers supplied by licensed blood suppliers are used for transport of blood components between Montlake and Northwest campuses.

**Acceptable Shipping Temperatures**

| Product | Shipping Temperature |
|---|---|
| RBC/<br>Thawed Plasma | 1-10°C |
| Frozen Plasma and Cryoprecipitate | ≤18ºC |
| Platelets | 20-24°C |
| Thawed Pooled Cryoprecipitate | |
| Granulocytes | |

- **This process does not apply to QUARANTINED** blood components
  - The process for returning quarantined components should be documented on a *Blood Component Quarantine Form* - refer to SOP ***Quarantine and Final Disposition of Blood Components at Northwest Campus.***
  - Quarantined blood components may not be returned in the same shipping container as blood component that are not in quarantine.

## REAGENTS/SUPPLIES/EQUIPMENT:

| Reagents: | Supplies: | Equipment: |
|---|---|---|
| NA | • Absorbent Material<br>• Plastic Liners<br>• Coolants depending on components:<br>  ○ Wet ice<br>  ○ Frozen coolant packs<br>  ○ Gel packs wrapped in bubble wrap stored at 20-24ºC<br>  ○ Dry ice | BWNW/ARC Shipping Container |

## QUALITY CONTROL:

Shipping conditions will be monitored routinely upon component receipt and shipment

## INSTRUCTIONS:

**TABLE of CONTENTS**

Removing Blood Components from the Haemobank
Return to Stock in BloodTrack
Updating to "In-Transit" Status in Sunquest
Printing the Blood Component Transport List – BBR9
Packing Blood Components for Shipment
Appendix 1: Packing Job Aid

### Removing Blood Components from the Haemobank

**NOTE**: Go directly to next section **Updating Blood Components to "In-Transit" Status in Sunquest** for components not stored in the Haemobank

| STEP | ACTION |
|---|---|
| **1** | Log in by scanning your UW ID badge or entering your EID# |
| **2** | Touch <Taking Out> to select action |
| **3** | Touch <Cooler> as the transport method |
| **4** | Touch <Bulk Move> |
| **5** | Select all components to be moved<br><br>**NOTE:** If selecting from a BloodTrack generated list with unit number barcodes, scan the barcode to select the component |
| **6** | Remove the component from the storage tray when prompted |
| **7** | Scan the "Unit Number" when prompted. A green check mark indicates the correct component was removed. |
| **8** | Repeat steps 6 thru 7 for all components.<br><br>**NOTE:** If components are selected one at a time repeat steps 5 thru 7 |
| **9** | Go to section Return to Stock in BloodTrack |

### Return to Stock in BloodTrack

| STEP | ACTION |
|---|---|
| **1** | Open BloodTrack  |
| **2** | Click on <Transaction> |
| **3** | Log in by scanning your UW ID badge or entering your EID# |
| **4** | Click <Return Stock> |
| **5** | Scan the Unit Number<br>**If the following appears** / **Then**<br>Green "Good" screen / Transaction is successful<br>Red message / • Resolve the discrepancy<br>• Contact Montlake TSL for help |
| **6** | Repeat steps 4 thru 5 for any additional components |
| **7** | Go to next section Updating Blood Components to "In-Transit" Status in Sunquest |



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## Updating to "In-Transit" Status in Sunquest

**NOTE:** This section is not applicable to quarantined blood components

| STEP | ACTION |
|---|---|
| **1** | Log into Sunquest at location **NW** |
| **2** | Open SQ (Sunquest) function "Blood Status Update"   |
| **3** | Click on < Blood Status Update> |
| **4** | Select < *In-Transit*> from the drop-down menu in the "Update Option" field |
| **5** | Scan the unit number(s) and component code(s) of the component(s) to be transferred in the Unit # and Component fields<br><br>**NOTE**: The component code should be scanned to ensure the correct component type is listed, even if it prepopulates upon scanning the unit number |
| **6** | Click <Submit> after scanning all components |
| **7** | Tab through the date and time to enter the current date/ time, or manually enter the correct date/time, if necessary |
| **8** | Enter "BB" in the "Destination" field |
| **9** | Press <Tab> (the Visual Inspection field will appear) |
| **10** | Perform a visual inspection and document the results in the visual inspection field - refer to SOP ***Visual Inspection of Blood Components*** |

| If the inspection | Then select the following |
|---|---|
| Passes for all component | ☐ Yes |
| Fails for any component | ☐ No<br>• Select Pass or Fail from the dropdown box in the VI (visual inspection) field for each unit<br>• Click < OK> on the pop-up message "Visual Inspection Failure – Status Change Required unit will not be shipped to this destination"<br>• Enter the appropriate Reason code for the failure<br>• Click <Continue> - refer to SOP ***Quarantine and Final Disposition of Blood Components at Northwest Campus***<br>• Enter a comment regarding the problem identified<br><br>**NOTE:** Components failing visual inspection must be packed and shipped separate from acceptable components and will not print on the BBR9 |

| | |
|---|---|
| **11** | • Click <Continue><br>• Click <9. Unit Location> to open the "Location Update" dialog box, select **NWBB** |
| **12** | Click <OK>, <Continue> and <Save> at the bottom of the screen to complete the transfer |

| STEP | ACTION |
|---|---|
| **13** | Print a Blood Component Transport List (BBR9) from SQ and verify all components being returned are on the list – refer to section Printing the Blood Component Transport List –BB9 |
| **14** | Go to section 'Packing Blood Components for Shipment' |

## Printing the Blood Component Transport List – BBR9

| STEP | ACTION |
|---|---|
| **1** | Log into "SmarTerm" location: **NW** |
| **2** | Enter "BBR" at the function prompt |
| **3** | Enter the Sunquest printer number for the report to print |
| **4** | • Press <Enter> to return past the "Use of Host" prompt<br>• Enter "9" at the prompt "?" to select the *Ship Out List* report |
| **5** | • Enter "U" at the HOSPITAL prompt<br>• Press <Enter><br>• Enter "NWBB" at the AREA prompt<br>• Press <Enter> at the HOSPITAL ID prompt |
| **6** | Enter <A> to accept the entries |
| **7** | Enter <Y> at "SEPARATE REPORT BY HOSPITAL/AREA?" if prompted |
| **8** | Enter the "Start Date" and "End Date" (Enter T to default today) |
| **9** | Enter the "Start Time" and "End Time" (pressing <Enter> at "Start Time" defaults to 0000 and "End Time to 2400)<br><br>**NOTE:** Start and end time should be narrow enough to exclude other shipment, but broad enough to include the shipment being processed. Use of 15-minute intervals is suggested. It is generally sufficient to answer the start and end time of the shipment window with <Enter> unless multiple shipments have occurred in the same time period and it is desired to isolate the individual shipment. |
| **10** | Enter 'BB" for the Destination location |
| **11** | Enter the Component Type/Group |

| Component group | Enter |
|---|---|
| RBC (includes granulocytes) | RBCG |
| Platelets | PLG |
| Plasma | PLSG |
| Cryoprecipitate | CRYG |

| | |
|---|---|
| **12** | Enter "IT" at prompt "Print status SO, IT or <Both>?" |
| **13** | Enter <A> to accept the entries |

| STEP | ACTION |
|---|---|
| **14** | Retrieve the report from the printer and verify that the list matches the components being shipped<br><br>**NOTE:** Resolve any discrepancies before shipping. It may be necessary to rerun the report and adjust the report parameters accordingly to verify all of the components were placed into transit as intended. |
| **15** | Close SmarTerm |
| **16** | Go to section "Packing Blood Components for Shipment" |

## Packing Blood Components for Shipment

| STEP | ACTION |
|---|---|
| **1** | Select the appropriate shipping container based on the required shipping temperature - refer to Appendix 1: Packing Job Aid |
| **2** | Place absorbent material in the bottom of the container and then place plastic liner inside the shipping container |
| **3** | Insert blood components into the plastic liner and fold the liner over the units |
| **4** | **If shipping temperature is** / **Then**<br>Refrigerated (1-6ºC) / Place bagged wet ice on top of the units, distributing the ice evenly on top of the units<br>Room Temperature (20-24ºC) / Place wrapped gel temperature stabilizer packs on top of the units, distributing the packs evenly on top of the units<br>Frozen (≤18ºC) / Place bagged dry ice on top of the units<br>Refer to Appendix A: Packing Job Aid for amount of coolant |
| **5** | Replace foam insert or Styrofoam lid depending on the type of container |
| **6** | • Place the Blood Component Transport List – BBR9 on top of the foam insert<br>• Close the lid and seal if necessary |
| **7** | Attach the label to the box indicating the appropriate shipment destination |

**PROCEDURE NOTES/LIMITATIONS**

- For autologous or other rare or difficult to replace units, it may be necessary to preserve units that have been exposed to temperatures outside of the acceptable range. In these circumstances, the UWMC TSL medical director approval is required. Approval and reason for deviation to the SOP must be documented.

- The same packing processes may also be used during emergency storage events when alternative equipment storage unit is not available - refer to SOP ***Blood Storage and Inventory Management at Northwest Campus***

**REFERENCES:**

- Technical Manual. Bethesda, MD; AABB, current edition.
- Standards for Blood Banks and Transfusion Services. Bethesda, MD; AABB, current edition.

**RELATED DOCUMENTS:**

FORM *Blood Component Quarantine Form*
SOP *Visual Inspection of Blood Components at Northwest Campus*
SOP *Blood Storage and Inventory Management at Northwest Campus*
SOP *Quarantine and Final Disposition of Blood Components at Northwest Campus*

**UWMC SOP Approval:**

| | | |
|---|---|---|
| **CLIA Medical Director** | Mark H. Wener, MD | Date 10/20/20 |
| **Transfusion Service Manager** | Nina Sen | Date 10/16/20 |
| **Transfusion Service Compliance Analyst** | Christine Clark | Date 10-16-2020 |
| **Transfusion Service Medical Director** | Monica Pagano, MD | Date 10-19-2020 |

**UWMC Biennial Review:**

| | |
|---|---|
| | Date |
| | Date |

**APPENDIX:**

## Appendix 1: Packing Job Aid

| Product | Shipping Temperature | Max # of Components | Shipping Container | Coolant | Storage Limit |
|---|---|---|---|---|---|
| RBC/<br>Thawed Plasma | 1-10°C | 18 | Medium | Approx.<br>10 lbs. wet ice<br>(4 scoops) | 24 hours |
| Frozen Plasma &<br>Cryoprecipitate | ≤18ºC | 10 Plasma<br>20 Cryoprecipitate | Medium | Approx.<br>10lbs | 35 |
| Platelets Apheresis/<br>Pooled Platelets | 20-24°C | 10 | Endurotherm | 4 gel pack* | 24 hours |
| PRT Platelets | 20-24$^0$C | 8 | | | |
| Thawed Cryoprecipitate | 20-24°C | 1 | | | |
| Granulocytes | 20-24°C | 1 | | | |