



University of Washington Medical Center 1959 NE Pacific Street. Seattle, WA 98195 Transfusion Services Laboratory Policies and Procedures Manual	Original Effective Date: 03-11-2016	Number: PC-0018.02
	Revision Effective Date: 08-15-2022	
TITLE: Sunquest: Transferring Components Between Inventory Locations at UWMC		

PURPOSE:

To provide instructions for using the 'Blood Location' function in Sunquest to move blood component inventory between monitored Transfusion Service Lab locations within the University of Washington Medical Center (UWMC)

PRINCIPLE & CLINICAL SIGNIFICANCE:

The Sunquest 'Blood Location' function allows accurate tracking of blood components between different monitored storage locations within the UWMC TSL to allow remote allocation of blood components

POLICIES:

- All blood components transferred between UWMC storage locations (within main TSL and to/from 2nd floor OR Lab) are electronically transferred in the LIS using the Blood Location function)
- This procedure does not apply to blood components that are shipped to SCCA, Harborview or other outside facility or returned to a blood supplier. If shipping blood components outside of UWMC, refer to SOPs *Packing and Shipping Blood* and/or *Blood Storage and Inventory Management*
- TSL staff maintain control over the inventory during the entire process
- When Moving non-irradiated RBCs into the antigen negative refrigerator, a STOP - NOT IRRADIATED" tag (see [Appendix A](#)) will be placed on the unit(s) before being moved into the antigen negative refrigerator.

SPECIMEN REQUIREMENTS:

NA

REAGENTS/SUPPLIES/EQUIPMENT:

Reagents:	Supplies:	Equipment:
NA	NA	BB Sunquest module

QUALITY CONTROL:

NA

INSTRUCTIONS:

Step	Actions
1	Open the ' Blood Location ' function in Sunquest and select the ' Single Unit ' tab
2	Scan unit number and component type

	NOTE: Even though a component type defaults when the unit number is scanned, the component type should to be scanned to prevent default of the wrong component in the event there is more than one component with the same unit number	
3	Enter DATE and TIME (press <Tab> to default the current date and time)	
4	Select the New location	
	If transferring to:	Then select
	Main TSL lab	U
	2 nd floor OR	BB2
	Antigen Negative Refrigerator	AGNEG
	Primary Emergency Pack	EMR
	Secondary Emergency Pack	EMR2
	NOTE: Location SA1 is for SCCA and not used for this procedure	
5	Click the <ADD TO LIST> button to add the component to the 'Unit Summary List'	
6	Repeat steps 2 thru 6 for additional components	
7	Verify the correct transfer location was selected and all components being transferred are listed on the 'Unit Summary List'	
	If	Then
	Correct	Go to the next step
	Not correct	Press <Clear>, make any necessary correction and rescan the blood component labels
8	Select 'Print report' option at the bottom right of the screen	
9	Click <Save> and the 'Save Completed' screen opens	
10	Click <Exit>	

CALCULATIONS/INTERPRETATIONS/RESULTS REPORTING/NORMAL VALUES/CRITICAL VALUES:

NA

CALIBRATION:

NA

NOTES AND LIMITATIONS:

Blood Location function does not have a visual inspection field

REFERENCES:

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

RELATED DOCUMENTS:

SOP *Packing and Shipping Blood Components*

APPENDICES:

N/A

UWMC SOP Approval:	
UWMC CLIA Medical Director	_____ Date _____
	Andrew Bryan, MD
Transfusion Service Manager	_____ Date _____
	Nina Sen
QA Manager	_____ Date _____
	Taylor Reeves
Transfusion Service Medical Director	_____ Date _____
	Monica Pagano, MD
UWMC Biennial Review:	
	_____ Date _____
	_____ Date _____

08/15/2022: Added use of STOP - NOT IRRADIATED" tag for non-irradiated units moving into antigen negative refrigerator. Added Sunquest codes for the following unit locations: antigen negative refrigerator, primary emergency pack, and secondary emergency pack.

Appendix A

