

# PROCEDURE

**Title:** Returning Blood Products to One Blood

**Procedure #:** 2015BLOODBANK90

Institution: Highlands Regional Medical Center

Address: 3600 Highlands Avenue, Sebring Florida 33870

Prepared by: Anita Smith

Date: 6/12/2015

Title: Laboratory Administrative Director

Accepted by:  Date: 6/12/15

Title: Laboratory Medical Director

Date Patient Testing Implemented: 5/3/2014

Review of procedure every two years

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

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Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Discontinued testing date: \_\_\_\_\_



**Policy Name:** Return of Blood Product and Release to Other Facilities      **Dept:** Blood Bank

**Departmental Review:**      **Policy #:**

**INITIATE DATE**      **DATE REVIEWED/REVISED**      **PAGE 1 of 4**  
05/03/2014      05/2015

**PRINCIPLE:**

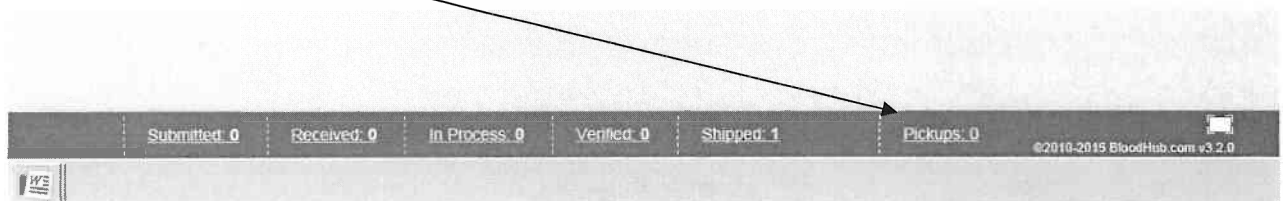
To ensure that blood products are returned to the originating blood center in order to reduce waste of resources and to provide for the shipment of products to other facilities in emergency situations.

**PROCEDURE:**

**I. To return short-dated units:**

All expiration dates on units in the blood bank will be checked daily.

1. Any uncrossmatched units with 10 days or less before expiration should be shipped back to One Blood unless an immediate need is anticipated or if notified by One Blood that replacement units are unavailable.
2. To ship blood, go to **BloodHub.com** and create a return transaction. Print 2 copies of the transaction order. One copy will go with the units that are being returned and one will be logged in our logbook.
3. Also, the units to be returned must also be released from our SoftBank inventory. To do that **Go to INVENTORY>IN/OUT>RETURN>enter SOURCE (facility to transfer units to), scan units>F12>SAVE Changes>PRINT** (print 2 copies. One should go with the units to return and one copy will be saved in our logbook)
4. Sequester the units to be returned on the basket labeled **FOR RETURNS** located on third right shelf of the blood bank refrigerator.
5. Stick the manifest (RETURN FOR REISSUE) on the refrigerator door.
6. Print QR Code Label.





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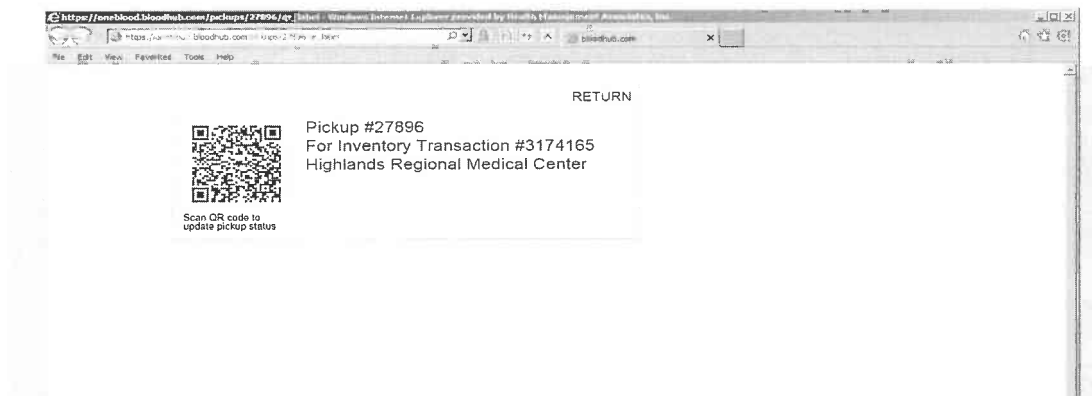
**INITIATE DATE**  
05/03/2014

**DATE REVIEWED/REVISED**  
05/2015

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PICKUP #27896





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7. If there are no units ordered for that day, call One Blood and notify them that there are units to be returned and proper shipping container is needed.
8. When the courier arrives, the blood bank technologist will check the units packed against the form and place them in the shipping containers along with sufficient wet ice to maintain proper shipping temperature.

**II. To send blood products to another facility:**

1. When a request for blood is received from another facility on an emergency basis, the Blood Bank Technologist will determine if our stock is sufficient to allow us to ship units to the other facility.
2. The minimum supply guidelines are as follows:

O positive	8 units
O negative	4 units
A positive	8 units
A negative	2 units
3. The requesting facility will be notified as to the number and type of units we will be able to provide including any units with less than 2 days before expiration.
4. Units with the shortest outdate will be sent first.
5. It is the requesting hospital's responsibility to provide for transport of the blood product, inquire if they will be sending shipping containers. If they are not, use the foam coolers from OBI.
6. To ship blood, follow our procedure on how to release or transfer units to other facilities.  
**Go to INVENTORY>IN/OUT>RETURN>enter SOURCE (facility to transfer units to), scan units>F12>SAVE Changes>PRINT**
7. Sequester the units to be transferred on the bottom left shelf of the blood bank refrigerator.
8. Stick the manifest on the refrigerator door.
9. When the courier arrives, the blood bank technologist will check the units packed against the manifest and place them in the shipping containers along with sufficient wet ice to maintain proper shipping temperature.

**REFERENCES:**

AABB Standards 17<sup>th</sup> edition 2011  
SoftBank Super User Manual, SCC  
BloodHub.com



HIGHLANDS REGIONAL MEDICAL CENTER  
 Sebring, FL  
 Laboratory

DOCUMENT CHANGE RECORD

Document Name: RETURN OF BLOOD PRODUCT + RELEASE TO OTHER FACILITIES

Document Section: BLOOD BANK

Author: MARIATEL FONTINELA

Please circle one of the following: NEW      **REVISION**      ARCHIVE

Effective

Description of document, changes, and rationale:	updated based on Logit Bank + Blood Hub usage.
Formal Training of staff required:	N/A.
Attach email sent to staff about new procedures or changes to procedure if applicable	
Method Validation required (attach documents):	None
List any changes to the Lab Information system:	None

Review and Approval	Signature	Date
Author	Mariatel Fontinela	5-5-2016
Chief Technologist		
Admin. Lab Director		
Laboratory Director		

Implementation occurs after signature by Laboratory Director.



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05/03/2014

05/2015

Reviewed by	Reviewed Date	Reviewed by	Reviewed Date

Initial Implementation Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Department Supervisor

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Department Adm. Director

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Department Chief Technologist

Reviewed and Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Department Medical Director