Customer Training Checklist for Packing Blood Product Shipments

Date	Trainee Name	Trainer Name

Training Item			✓ When completed
Container	**Component(s)**	**Amount of Ice or Coolant**	
Small SOB can hold:	1-12 RBC's	5 lbs wet ice	
	1-6 FP-24 or cryo-reduced plasma	2.5 lbs dry ice	
	1-15 Cryo	5 lbs dry ice	
	1-12 Platelets	4 gel coolants (3 lb size)	
Medium SOB can hold:	1-10 RBC's	5 lbs wet ice	
	11-21 RBC's	10 lbs wet ice	
	1-12 FF-24 or cryo-reduced plasma	5 lbs dry ice	
	1-30 cryo	5 lbs dry ice	
	1-16 platelets	4 gel coolants (3 lb size)	
Large SOB can hold:	12-25 RBC's	10 lbs wet ice	
	12-16 FF-24 or cryo-reduced plasma	5 lbs dry ice	
	1-30 cryo	10 lbs dry ice	
Small BIB can hold:	1-12 RBC's	5 lbs wet ice	
	1-10 FF-24 or cryo-reduced plasma	5 lbs dry ice	
	1-20 cryo	5 lbs dry ice	
	1-16 platelets	4 gel coolants (3 lb size)	
Large BIB can hold:	1-12 Platelets	4 gel coolants (3 lb size)	
HBB can hold:	1-9 RBC's	5 lbs wet ice	
	10-30 RBC's	10 lbs wet ice	
	1-20 FF-24 or cryo-reduced plasma	10 lbs dry ice	
	1-50 cryo	10 lbs dry ice	
Note: Shipping containers are validated for 24 hours.			
Dry Ice • should be bagged and the bag should have at least one opening to ensure release of carbon dioxide • Bags of dry ice must be labeled • When handling dry ice, wear insulated gloves. • Divide into 5 lb bags when more than 5 lbs is needed			
Wet ice • Wet ice should be bagged and bag should be closed • Divide ice into 5 lb bags • Do NOT use ice that has been stored in a freezer – too cold			

To pack RBC's: • Place Chux in box. • Place the RBC's into the box in a single layer. • Blood products must be arranged so ice can touch each RBC. • Place ice on top of the RBC's. • Place the foil covered board or foam piece on top of the ice but inside the first liner. • Fold the liner over the top of the foil-covered board. • You may place shipping paperwork in a plastic bag but not required. • Place the shipping paperwork on top of the foil-covered board. • Close the box and press top firmly to join Velcro adhesive or tape securely. • Label the container with proper address label. **Summary:** • Blood products MUST be arranged so ice can touch each RBC. • Do **NOT** completely stack RBC's on top of each other when packing shipping container.	
To pack Frozen Components: • Place frozen component inside a bubble bag. • Place chux in the bottom of the box. • Place the frozen component(s) into the box. • Product(s) must be arranged so dry ice will touch each one. • Place a layer of dry ice on top of the blood product(s). • Place Styrofoam board or foil covered board on top of ice. • Place paperwork and MSDS sheet if required inside the shipping container. • Tape or seal the shipping container. • Make sure there are 'cracks' if tape is used to allow carbon dioxide to escape as the dry ice sublimates ("melts"). • Label the shipping container with proper address label. • Label the shipping container with proper labels for dry ice. **Summary:** • Dry ice should touch each unit in the shipment. • Leave spaces when sealing the box to allow for carbon dioxide to escape. • Handle dry ice appropriately. • Use appropriate labels on shipping containers when packing with dry ice.	
To Pack Platelets: • Obtain 4 gel packs which are at room temperature (20-24C). • Place 2 gel packs on the bottom of the shipping container. • Wrap the platelets in absorbent liner and place on top of the gel packs. • Place 2 room temperature gel packs on top of the wrapped platelets. • Place foam square or foil-covered board on top. • Place paperwork in shipping box. • Close the box and seal—use Velcro or tape. • Label container with proper address label. **Summary**: • Gel packs **MUST** be at room temperature (20-24 C). • Platelets must be wrapped in absorbent liner. • 4 total gel packs are to be used for each container.	

At completion of training and after all Trainee questions have been asked and answered, Trainer and Trainee to sign and date:

Trainee signature/Date	Trainer signature/Date