Purpose: To provide Guidelines for sending bone and tissue products from Bridgeport Hospital to outside facilities. And, to provide Guidelines for receipt of bone and tissue products from outside facilities.

Bridgeport Hospital is registered with the FDA to store and distribute specified bone and tissue products.

## When Shipping Tissue to an outside facility:

* The Technologist must package the bone and tissue in a validated container.
	+ If bone and tissue items are frozen, an adequate amount of dry ice must be used to surround and cover the product in a validated cooler.
* Time and date must be written in the Courier log book
* Courier must be called and the product must be designated as a STAT.

When receiving blood and tissue products from a vendor:

* The technologist must Document in Qsight:
	+ Courier/Vendors name
	+ Time of arrival
	+ Date
	+ Integrity of the product

When receiving bone and tissue sent to Bridgeport Hospital:

* All products must be evaluated by the receiving staff for any damage to the product.
* Receiving staff must determine if they are going to accept, reject or place product in quarantine.
* Once accepted, receiving staff will place product in designated storage area.
* Temperature of product must be recorded in Qsight as Pass/Fail.
* Technologist must document when items are received and where they came from. For example: Received Grafix Prime PL from Milford Hospital.

When receiving bone and tissue after hours and weekends

* Fedex will bring all package(s) to the security department
* Security will then be responsible for bringing the package(s) to the Blood Bank
* Blood Bank staff will evaluate which packages are Bone and Tissue and which are unrelated
* The tissue will be entered into Q-sight and stored at the appropriate temperature
* The remainder of the packages will remain in the Blood Bank until the next business day where someone from the receiving department will be notified to pick up the packages and any invoices that accompanied them.
* In the event that a natural disaster delays shipping, there must be a backup plan in place for bringing a significant number of items into the hospital after hours. Immediately notify the managers of Receiving (475-236-4246), Security (203-384-3466), and the Blood Bank (203-384-3062) and wait for their instruction.

All Products returned to the Blood Bank inventory, must have the integrity of the product documented in Qsight. Bone and tissue products should only be received from a site that has been subject to a tissue audit by Bridgeport Hospital or received from a vendor.