



PURPOSE: INSTRUCTIONS FOR SENDING IAT POSITIVE SAMPLES FOR ABID TO RHBB AND REQUESTING ANTIGEN NEGATIVE UNITS FOR XM FROM RHBB.

PROCESS: ROUTING IAT POSITIVE SAMPLES AND REQUESTING ANTIGEN NEGATIVE BLOOD FROM RHBB

REV. #, DATE #1, 01/29/20

DOCUMENT OWNER: MH AND UH BLOOD BANKS

| Step | Description: | Key Point / Image / Reason | Who | Time |
|--|---|--|-------------|------------|
| <p>Note: The Additional Antibody Identification form will be used to document the transfer reason. These reasons will be tracked and trended for improvement of the process.</p> | | | | |
| 1 | <p>ABID should be completed at all BB locations.</p> <p>However, if situations may occur that do not allow for prompt testing then the sample may be sent to RH to be completed.</p> <p>List of examples, but not inclusive:</p> <ol style="list-style-type: none"> 1) Workload does not allow for time to complete any ABID testing 2) Resources such as required panels are not available to complete the testing. 3) The panel testing at UH or MH indicates complex testing or use of resources not at UH or MH 4) The IgG DAT is positive requiring an eluate. | <p>If workload, resources are not available or complex case, then the sample may be sent to RH.</p> | MT1 and MT2 | All Shifts |
| 2 | <p>When sending the sample to RH from UH or MH, document the Antibody Workup form and the Additional Antibody Identification form to document the patient information, current history checks and testing completed so far. This will also document the reason for the transfer.</p> <p>As our current practice, the tech should call RHBB when the sample is being sent.</p> | <p>It is important to have good communication concerning ABID. The documentation will put in writing the reason a sample is sent to RHBB.</p> <p>For example: workload, complex investigation, IgG DAT positive or panels not available for testing.</p> | MT1 and MT2 | All Shifts |
| 3 | <p>Full XM can be completed at all BB locations.</p> <p>To request antigen negative units for Full XM, call RHBB and request blood be sent to UH or MH.</p> <p>If antigen negative blood is not immediately available, then the UH or MH tech should work with the RH tech to decide</p> <ol style="list-style-type: none"> 1) if RH has time to screen for antigen negative units <p>and/or</p> <ol style="list-style-type: none"> 2) if units should be ordered from the blood supplier. | <p>Full XM can be completed in all locations improving the TAT for provision of blood for the patient.</p> | MT1 and MT2 | All Shifts |
| 4 | <p>If the Antibody Workup is transferred to RHBB for any of the issues listed above (step1); the Full XM testing may be completed at RH as needed.</p> | <p>If workload does not allow for Full XM at MH or UH this task can be completed by RHBB or by another Blood Bank.</p> | MT1 and MT2 | All Shifts |



PURPOSE: INSTRUCTIONS FOR SAMPLE MANAGEMENT FOR SAMPLES MAINTAINED AT RHBB

PROCESS RH SAMPLE MANAGEMENT

REV. #, DATE #1, 01.29.20

DOCUMENT OWNER: RH BLOOD BANK

| Step | Description: | Key Point / Image / Reason | Who | Time |
|---|--|--|------------------------------|-----------|
| Note: All Antibody Positive/or history of antibody samples will be separated from antibody negative samples in designated racks/bins | | | | |
| 1 | <p>After sample testing, all samples with a negative antibody screen will be separated alphabetically in a daily rack.</p> <p>Antibody Positive samples will be stored in a separate labelled, daily rack (not alphabetized)</p> <p>Both racks will be maintained the entire testing day and are managed for storage after midnight daily.</p> <p>Document the day of the samples using the wooden tongue depressor with the day written in permanent ink.</p> | This will allow for samples to be found very easily. | Lab Assistant 2, MT1 and MT2 | All staff |
| 2 | <p>Samples will be maintained for 10 days at RHBB. After midnight, the samples in Day 10 rack (the oldest rack) will be discarded in a Sharps container.</p> <p>The now empty sample rack from Day 10 will now be used for the new day's daily alphabetical sample rack.</p> | Samples will be maintained for 10 days. | Lab Assistant 2, MT1 and MT2 | Overnight |
| 3 | <p>The remaining racks will be rotated to the next position. Each shelf has 2 days of sample racks.</p> <div style="text-align: center;"> <pre> graph LR D1[Day 1] --> D2[Day 2] D2 --> D3[Day 3] D3 --> D4[Day 4] D4 --> D5[Day 5] D5 --> D6[Day 6] D6 --> D7[Day 7] D7 --> D8[Day 8] D8 --> D9[Day 9] D9 --> D10[Day 10] D10 --> Discard[Discard] </pre> </div> <p>After midnight, the previous day's sample racks are placed in Day 1 position.</p> | Sample rotation and discard of the oldest samples will ensure samples are available for the required time per regulatory and accreditation agencies. | Lab Assistant 2, MT1 and MT2 | Overnight |

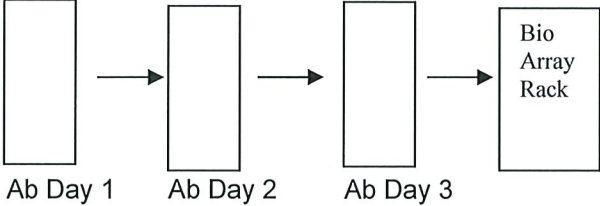


PURPOSE: INSTRUCTIONS FOR SAMPLE MANAGEMENT FOR SAMPLES MAINTAINED AT RHBB

PROCESS RH SAMPLE MANAGEMENT

REV. #, DATE #1, 01.29.20

DOCUMENT OWNER: RH BLOOD BANK

| Step | Description: | Key Point / Image / Reason | Who | Time |
|------|--|--|---|-------------------|
| 4 | <p>We will maintain antibody positive samples in the designated racks for three days.</p> <p>After midnight,</p> <ul style="list-style-type: none"> The Ab Day 3 rack samples will be rotated into the BioArray Rack for further testing. Ab Day 3 Rack will now become the new day's Antibody Positive Rack. Ab Day 1 rack will be rotated to Ab Day 2 and Ab Day 2 rack will be rotated to Ab Day 3. Rotate the Current Antibody Positive Rack into storage as Ab Day 1 (see graph below)  | <p>All Antibody Positive samples will be maintained for crossmatch in each location where the patient is located for 3 days.</p> | <p>All Lab Assistants and MT1 and MT2</p> | <p>Overnights</p> |



PURPOSE: INSTRUCTIONS FOR SAMPLE MANAGEMENT TO MAINTAIN ALL SAMPLES IN ASSIGNED LOCATIONS

PROCESS: MH AND UH SAMPLE MANAGEMENT

REV. #, DATE #1, 01.29.20

DOCUMENT OWNER: UH AND MH BLOOD BANK

| Step | Description: | Key Point / Image / Reason | Who | Time |
|---|--|---|------------------------------------|------------|
| Note: All Antibody Positive/or history of antibody samples will be separated from antibody negative samples in designated racks/bins | | | | |
| 1 | <p>After sample testing, all samples with a negative antibody screen will be separated alphabetically in a daily rack.</p> <p>Antibody Positive samples will be stored in a separate labelled, daily rack.</p> <p>Both racks will be maintained the entire testing day and are managed for storage after midnight daily.</p> | This will allow for samples to be found very easily. | Lab Assistant 2, MT1 and MT2 | All staff |
| 2 | <p>We will maintain antibody positive samples in the designated racks for three days.</p> <p>After midnight,</p> <ul style="list-style-type: none"> The Ab Day 3 rack samples will be rotated into the BioArray Rack for further testing. Ab Day 3 Rack will now become the new day's Antibody Positive Rack. Ab Day 1 rack will be rotated to Ab Day 2 and Ab Day 2 rack will be rotated to Ab Day 3. Rotate the Current Antibody Positive Rack into storage as Ab Day 1 (see graph below) <div style="text-align: center;"> <p>Sample Bucket Day 1-5 Sample Bucket Day 6-10</p> <p>Ab Day 1 → Ab Day 2 → Ab Day 3 → Bio Array Rack</p> </div> | All Antibody Positive samples will be maintained for crossmatch in each location where the patient is located for 3 days. | All Lab Assistants and MT1 and MT2 | Overnights |

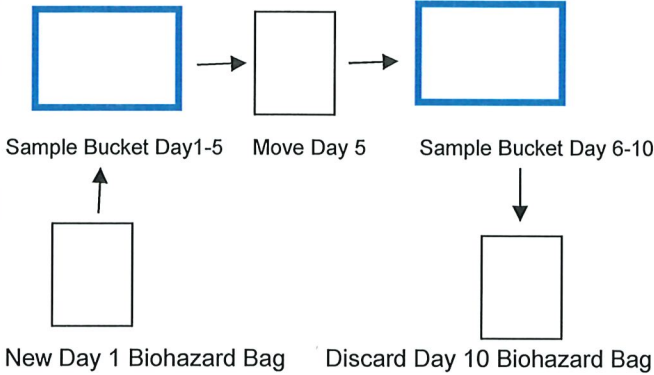


PURPOSE: INSTRUCTIONS FOR SAMPLE MANAGEMENT TO MAINTAIN ALL SAMPLES IN ASSIGNED LOCATIONS

PROCESS: MH AND UH SAMPLE MANAGEMENT

REV. #, DATE #1, 01.29.20

DOCUMENT OWNER: UH AND MH BLOOD BANK

| Step | Description: | Key Point / Image / Reason | Who | Time |
|------|---|--|---|-------------------|
| 3 | <p>We will maintain 10 days of samples.</p> <p>Each night the samples in the alphabetized Daily Rack will be placed in a Biohazard Bag. The Biohazard Bag will be labelled with the day of testing. The labelled Biohazard Bag will be placed into the Sample Bucket Day 1-5.</p>  <p>Sample Bucket Day1-5 Move Day 5 Sample Bucket Day 6-10</p> <p>New Day 1 Biohazard Bag Discard Day 10 Biohazard Bag</p> <p>Each night, the sample Day 6 will be rotated from Sample Bucket Day 1-5 to Sample Bucket Day 6-10.</p> <p>Each night, the Biohazard Bag with the oldest date, the Day 10 bag, will be discarded.</p> | <p>All samples will be maintained for 10 days and rotated daily.</p> | <p>All Lab Assistants and MT1 and MT2</p> | <p>Overnights</p> |