⊞ **Indiana University Health**		***Standard Work Sheet***
PURPOSE: DOCUMENTATION/VERIFICATION OF THE DISCARD OF UNITS IN THE BLOOD BANK		**PROCESS: DOCUMENTATION OF DISCARD OF BLOOD PRODUCTS IN THE BLOOD BANK**
REV. 1#, DATE 06.22.23		**DOCUMENT OWNER: AHC BLOOD BANK**

Step	Description:	Key Point / Image / Reason
Note:		
1	**When units are discarded per SOP, complete the Discard Verification Log.** • The Discard Verification Log is a daily log. • The date of the discard should be added to the top of the form. • **The Discard Verification Log is posted on the Blood Bank Fridge with LPCs in each blood bank.**	1) Fill out the Discard Verification Log with the a) DIN b) Product Code c) Product Type d) Reason for Discard (Cerner reason) e) Tech initials for completing the task. 2) Complete the SOP for the discard and when necessary, the wastage of the product. 3) Per SOP, print out documentation from Cerner documenting the discard of the product. Alternately, one may provide a screen print of the Product History Review.
2	**Complete the Discard Verification with a second team member.**	1) Give the units being discarded and the completed Discard Verification Log to a peer. 2) The peer will verify a) If the Cerner print out, Discard Verification Log and the physical unit **all match**, then the units may be discarded in the biohazard trash. Initial the Peer Review column on the Discard Verification Log to approve the discard/wastage of the products. b) If the Cerner Print out, Discard Verification Log or the physical unit **do NOT match**, then give the unit and paperwork back to the initial tech for correction. Repeat this step to finalize.
3	**At the end of each day (midnight) the Discard Verification Form for Supervisory Review.**	Place the daily Discard Verification Log in the Supervisory Review and place a new Discard Verification Log into use.

	Standard Work Sheet
Indiana University Health	
PURPOSE: DISCARD VERIFICATION LOG	PROCESS: **DISCARD VERIFICATION LOG** **DATE:**
REV. #, DATE #1, 06.22.23	DOCUMENT OWNER: **RH, UH** AND **MH** BLOOD BANK

DIN to be Discarded	Product Code	Type of Product	Discard Reason If LAB Reason – No Wastage IF WARD – Consider if Wastage is needed per SOP	Tech Completing Discard in Cerner	Peer Verification of Discard of Product