Indiana University Health	**Original Creation Date:** 05/30/2003	**Publication Date:** 03/03/2024
	Owner: Elaine Skipworth (Director-Lab Transfusion Medicine)	**Next Review:** 03/03/2026
	Category: Lab Methodist, Lab Riley, Lab University	
	Education: Level 1	

Approval Signatures: Magdalena Czader (Physician) (03/03/2024)

Procedure: Final Disposition / Wastage

Reference # 25757

I. PURPOSE

To maintain tracking records and monitor correct disposal of units/components unacceptable and/or outdated for transfusion. All paperwork must be accurately completed and disposal method documented for each unit/component.

II. SCOPE

This SOP details procedure on how to dispose and/or waste products that are: Section 2.1: Disposed: (Statistically counted to Blood Bank)

a. Outdated on Blood Bank Shelves.

b. Unacceptable storage temperature.

c. Failed visual inspection.

d. Questionable delivery.

Section 2.2: Wasted: Allocated products not transfused that are unacceptable for transfusion (Wasted = statistically counted to the patient).

a. Outdated on Ward.

b. Unacceptable storage temperature.

c. Failed visual inspection.

This SOP applies to all Technologists and Senior Lab Assistants.

III. EXCEPTIONS

Exceptions to this procedure must be approved by a Supervisor, Manager or Blood Bank Physician.

IV. DEFINITIONS

None

V. POLICY STATEMENTS

None

VI. PRINCIPLE/BACKGROUND

None

VII. EQUIPMENT AND MATERIALS

None

VIII. SPECIMEN REQUIREMENTS

None

IX. PROCEDURE

1. Place unacceptable product in quarantine location for product until disposal.

    1. Complete section 2.

    2. Discard product(s) in biohazard trash container.

2. CERNER Computer Entries: See SOP [Procedure: Final Disposition](#) for further details.

    1. Disposing Products (Statistically counted to Blood Bank):

        1. Select **FINAL DISPOSITION** icon.

        2. Select Correct Site Location: <ENTER>

        3. Select "DISPOSE" from the "TASK" bar.

        4. Check under "TASK" to assure " ✓ **Print Packing List**" is ✓ **'ed** .

        5. Set Cerner "Dispose", "Task",→ "Default Printer",→ "Packing List" to printer (**P799** at CPL).

        6. Enter a dispose reason or select a pre-defined reason from the drop- down list in the "Dispose Reason" box.

        7. Enter a destruction method or select a pre-defined method from the drop-down list in the "Destruction Method" (most often "BIOHAZARD" box).

        8. Identify the product to be disposed and Barcode SCAN into the "Product Number" column.

            1. If the entered product is in the assigned or crossmatched state, you will be prompted to release the assigned or crossmatched state prior to disposition.

                1. Release the assigned or crossmatched product.

            2. To remove a product from the Product List spreadsheet, select the row by clicking the row header and click the Delete button.

            3. Review the information displayed for a valid product in the Product List spreadsheet.

        9. When finished reviewing the product information, click the **"SAVE"** button to update the product state to DESTROYED.

10. Retrieve Cerner printout:
    1. Assigned or Crossmatched:
        1. RECORD on "Disposal Packing List" the ACCESSION NUMBER or MRN of the patient.
    2. NOT Assigned or Crossmatched: See next Step.
11. Place "Disposal Packing List" in Statisticians collect File, CPL outside Medical Directors Office.
12. "Transfusion Document" may be discarded in Confidential discard Trash.

2. To Waste Product(s): Allocated products not transfused that are unacceptable for transfusion (Wasted = statistically counted to the patient).
See SCOPE above.

1. Select **Department Order Entry** icon
    1. ↵ Enter: Patient Medical Record Number or Accession Number if available.
    2. ORDERABLE field: Enter: bbw < ↵ Enter >
    3. SELECT: "BB Wastage", depending on what product group it is (see note). Order "BB Wastage" for **pooled** products (FFP or Cryo). Example: For 5 units pooled plasma, need to order ONE BB PLASMA WASTAGE.

       NOTE:

Cryo/Plasma Wastage	BB PLASMA WASTAGE
Platelets	BB PLT WASTAGE
RBC	BB RBC WASTAGE

2. Save for later entry: Record Accession Number. If not an "ADD-ON", write the Accession Number on TD.

3. SELECT: "Submit Orders" button.

4. Enter product to be wasted in **RESULT ENTRY**

5. SELECT: "Accession Number"

6. ENTER: "OK"

7. ENTER: Recorded Accession Number from 2.2.2.

8. ENTER: Product Unit number to be disposed.
    1. ISBT labeled Units:
        1. The DIN may be SCANNED, but **MUST delete** the "=" [in front of the number] and the extra "**0**" [at the end of the number]

    2.
       > **CAUTION NOTE:** Inspect entered unit number (is it correct ?), before accepting the disposal.

    3. Add # of units in pooled products after product Pool number, i.e. C080123 5, where 5 indicates there are 5 units in the pool.

3

9. If product(s) is CMV neg, need to result CMV neg for **each** product. If product is also irradiated, need to charge irradiation once only (i.e. on one unit, select CMV neg and Irradiated attribute instead of CMV neg only).

3. Disposing of Wasted Product(s): (see Section 2.1 above)

NOTES:

1. Wastage is statistically counted to the patient, whenever a product has been spiked on the ward and not used, or ordered, prepared for use by ward, or expired, but never transfused.

2. Wastage is not counted when a technologist prepared a short dated product that was not transfused before expiration **UNLESS** the order was STAT or GIVE or the units are short dated and on "Consignment". Proceed to "Disposal", Section 2.1

3. Questions regarding computer entry and/or billing should be referred to Supervisor.

X. APPENDICES/ATTACHMENTS/FORMS/ LABELS

None

XI. REFERENCES/CITATIONS

Quality System, IU Health.
AABB Technical Manual, current edition. AABB Standards, current edition.

Policy #:

BBT – 072