



PURPOSE: INTERIM INSTRUCTIONS FOR ALIQUOT PROCESS FOR 8/19-SEPTEMBER 2024.

PROCESS: RBC ALIQUOT PREP

REV. #, DATE #2, 09/13/24

DOCUMENT OWNER: AHC BLOOD BANK

Step	Description:	Key Point / Image / Reason
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Note: Follow these instructions and linked PolicyTech SOPs for completion of task.

SOP: [Procedure: Leukoreduced Packed Cells Aliquot v.3 \(policytech.com\)](#)

All products will be prepared in an Aliquot Bag with Labeled Syringe Attached.

1	When product order is received, determine the total volume of product that is being requested.	For example, if 50mL is ordered and 15mL additional for tubing, then the total volume is 65mL.
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2	Apply the following If/Then Decision Table to determine what type of aliquot is needed based on the total volume of request.	<p>If/Then Decision Table</p> <table border="1"> <thead> <tr> <th data-bbox="795 766 1015 808">If Total Volume:</th> <th data-bbox="1015 766 1469 808">Then Select this number of Aliquots:</th> </tr> </thead> <tbody> <tr> <td data-bbox="795 808 1015 840">≤ 50mL</td> <td data-bbox="1015 808 1469 840">One (1) aliquot/syringe set</td> </tr> <tr> <td data-bbox="795 840 1015 882">51 - 150 mL</td> <td data-bbox="1015 840 1469 882">Small bag only (no syringe)</td> </tr> </tbody> </table> <p>If Total Volume requested is >150mL, then issue a full red cell unit (no syringe).</p>	If Total Volume:	Then Select this number of Aliquots:	≤ 50mL	One (1) aliquot/syringe set	51 - 150 mL	Small bag only (no syringe)
If Total Volume:	Then Select this number of Aliquots:							
≤ 50mL	One (1) aliquot/syringe set							
51 - 150 mL	Small bag only (no syringe)							

3 Preparation of RBC Aliquot:

Follow the [wash procedure](#) to prepare an O Negative, irradiated, CMV negative, washed RBC if one is not already available on the "Washed Oneg Aliquot Bag" shelf.

- Aliquot the washed RBC into a 50mL bag/syringe set, as needed
- Document the preparation of the aliquot using the Sterile Tubing Welder Worksheet.
- Label the aliquot bag with the modified ISBT Label.
- Affix the RBC Syringe Label (if needed).
 - Complete the Donor Number with Aliquot sub ID (example A0) and Expiration Date/Time.
 - Complete Patient information from the order.
- Perform [CERNER Label Verify](#) on aliquot/syringe set.
- Place remaining washed unit into the designated bin in the Components Refrigerator to be available for the next aliquot/syringe order.





Indiana University Health

Standard Work Sheet

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Step	Description:	Key Point / Image / Reason
4	Follow applicable SOPs to Assign/Dispense product.	<u>Procedure: Dispense and Assign Products v.3 (policytech.com)</u> <u>Procedure: Dispense and Return Products v.5 (policytech.com)</u>

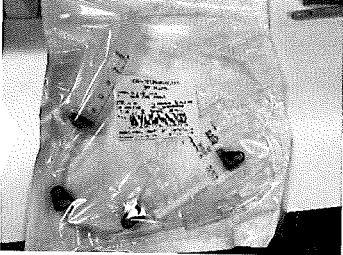


PURPOSE: INTERIM INSTRUCTIONS FOR ALIQUOT PROCESS FOR 8/19-SEPTEMBER 2024.

PROCESS: PLATELET ALIQUOT PREP

REV. #, DATE #2, 9/13/24

DOCUMENT OWNER: AHC BLOOD BANK

Step	Description:	Key Point / Image / Reason						
<p>Note: Follow these instructions and linked PolicyTech SOPs for completion of task.</p> <p>All products will be prepared in an Aliquot Bag with Labeled Syringe Attached.</p>								
1	<p>Platelet Aliquot Policy Statements:</p> <ul style="list-style-type: none"> a) Platelets will NOT be pre-aliquoted from "mother" bag due to change of out date of 24-hours. b) Prepare platelet aliquots when product orders are received. 	<p>The secondary aliquot bag is not stable to store platelets for more than 24-hours. This shortened expiration is the reason why we will not pre-aliquot platelet bags.</p>						
2	<p>When product order is received, determine the total volume of product that is being requested.</p>	<p>For example, if 50mL is ordered and 15mL additional for tubing, then the total volume is 65mL.</p>						
3	<p>Apply the following If/Then Decision Table to determine how many aliquots are needed based on the total volume of request.</p>	<p>If/Then Decision Table</p> <table border="1" data-bbox="799 919 1487 1056"> <thead> <tr> <th data-bbox="799 919 1068 974">If Total Volume:</th> <th data-bbox="1068 919 1487 974">Then Select this number of Aliquots:</th> </tr> </thead> <tbody> <tr> <td data-bbox="799 974 1068 1010">≤ 50mL</td> <td data-bbox="1068 974 1487 1010">One (1) aliquot/syringe set</td> </tr> <tr> <td data-bbox="799 1010 1068 1056">51 - 150 mL</td> <td data-bbox="1068 1010 1487 1056">Small bag only (no syringe)</td> </tr> </tbody> </table> <p>If Total Volume requested is >150mL, then issue a full platelet unit (no syringe).</p>	If Total Volume:	Then Select this number of Aliquots:	≤ 50mL	One (1) aliquot/syringe set	51 - 150 mL	Small bag only (no syringe)
If Total Volume:	Then Select this number of Aliquots:							
≤ 50mL	One (1) aliquot/syringe set							
51 - 150 mL	Small bag only (no syringe)							
4	<p>Preparation of Platelet Aliquot/Syringe Sets. Follow the SOP to <u>prepare an aliquot of platelets</u>, using ONLY the aliquot/syringe set.</p> <ul style="list-style-type: none"> a) Document the preparation of the aliquots using the Sterile Tubing Welder Worksheet. b) Label the aliquot bag with the modified ISBT Label. c) Perform <u>CERNER Label Verify</u> on each aliquot/syringe set. d) Apply the Platelet Syringe Label to document donor and patient information 	<p>Procedure: Platelet Preparation for Issue v.4 (policytech.com)</p> <div data-bbox="799 1209 1101 1371" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">PLATELETS</p> <p style="text-align: center;">Pre-filtered with ≤ 150 micron filter</p> <p>Name _____</p> <p>Hosp# _____</p> <p>Exp. Date/ Time _____</p> <p><small>Donor # _____ Indiana University Health Labs&diag, ISB 44202</small> Store at 20-24 °C</p> </div> 						
5	<p>Follow applicable SOPs to Assign/Dispense product.</p>	<p>Procedure: Dispense and Assign Products v.3 (policytech.com)</p> <p>Procedure: Dispense and Return Products v.5 (policytech.com)</p>						



PURPOSE: INTERIM INSTRUCTIONS FOR ALIQUOT PROCESS FOR 8/19-SEPTEMBER 2024.

PROCESS: PLASMA ALIQUOT PREP

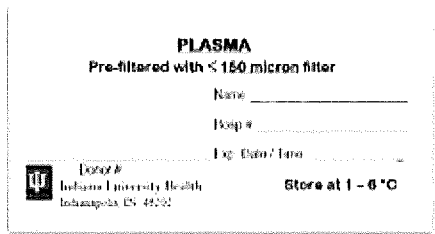
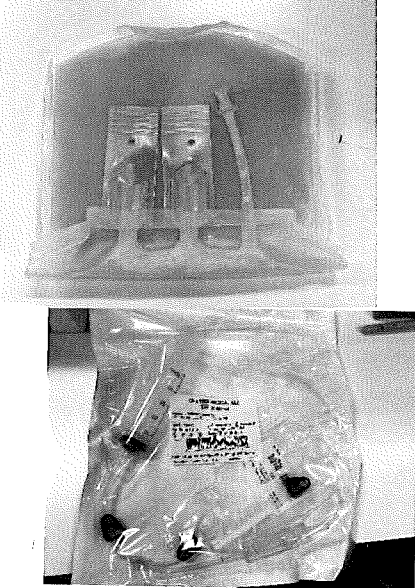
REV. #, DATE #2, 09/13/24

DOCUMENT OWNER: AHC BLOOD BANK

Step	Description:	Key Point / Image / Reason						
<p>Note: Follow these instructions and linked PolicyTech SOPs for completion of task.</p> <p>All products will be prepared in an Aliquot Bag with Labeled Syringe Attached.</p>								
1	<p>Plasma Aliquot Policy Statements:</p> <ul style="list-style-type: none"> a) We will not aliquot from an adult thawed plasma unit. We will only prepare small volume plasma orders using thawed pediatric plasma units. b) Only send pedi-plasma in 50mL aliquot volumes; even though, the pedi-plasma unit thawed is generally 100+ mL total volume; the remaining volume will have to be discarded. 	<p>When thawed, pedi-FFP units has an expiration of 24-hours. This shortened expiration is the reason why we will not pre-thaw pediatric plasma units.</p>						
2	<p>When product order is received, determine the total volume of product that is being requested.</p>	<p>For example, if 50mL is ordered and 15mL additional for tubing, then the total volume is 65mL.</p>						
3	<p>Apply the following If/Then Decision Table to determine how many aliquots are needed based on the total volume of request.</p> <p>*Choose a pedi plasma unit that has a total volume closest to the ordered volume</p>	<p>If/Then Decision Table</p> <table border="1" data-bbox="797 1020 1487 1178"> <thead> <tr> <th data-bbox="797 1020 1068 1083">If Total Volume:</th> <th data-bbox="1068 1020 1487 1083">Then Select this number of Aliquots:</th> </tr> </thead> <tbody> <tr> <td data-bbox="797 1083 1068 1115">≤ 50mL</td> <td data-bbox="1068 1083 1487 1115">One (1) aliquot/syringe set</td> </tr> <tr> <td data-bbox="797 1115 1068 1178">51 - 100 mL</td> <td data-bbox="1068 1115 1487 1178">One (1) pedi plasma bag only (no syringe)</td> </tr> </tbody> </table> <p>If Total Volume requested is >100mL, then issue a full adult plasma unit (no syringe).</p>	If Total Volume:	Then Select this number of Aliquots:	≤ 50mL	One (1) aliquot/syringe set	51 - 100 mL	One (1) pedi plasma bag only (no syringe)
If Total Volume:	Then Select this number of Aliquots:							
≤ 50mL	One (1) aliquot/syringe set							
51 - 100 mL	One (1) pedi plasma bag only (no syringe)							
4	<p>Next, apply this If/Then Decision Table to determine how many pedi-plasma units to thaw per order.</p> <p><u>Each aliquot/syringe set can only contain 50mL maximum volume.</u></p> <p>Remaining volume of each thawed pedi-FFP unit should be physically discarded in lab.</p> <p>Change volume of pedi-FFP unit in CERNER using the Demographics tab in <u>Correct Inventory</u>.</p>	<p>If/Then Decision Table</p> <table border="1" data-bbox="797 1325 1487 1497"> <thead> <tr> <th data-bbox="797 1325 1068 1367">If Syringe Total is:</th> <th data-bbox="1068 1325 1487 1367">Then: Thaw and Distribute</th> </tr> </thead> <tbody> <tr> <td data-bbox="797 1367 1068 1497">One (1) aliquot/syringe set.</td> <td data-bbox="1068 1367 1487 1497">One (1) pedi-FFP unit is thawed. Fill Max of 50mL requested volume into one (1) aliquot/syringe set and discard the rest from thawed unit.</td> </tr> </tbody> </table>	If Syringe Total is:	Then: Thaw and Distribute	One (1) aliquot/syringe set.	One (1) pedi-FFP unit is thawed. Fill Max of 50mL requested volume into one (1) aliquot/syringe set and discard the rest from thawed unit.		
If Syringe Total is:	Then: Thaw and Distribute							
One (1) aliquot/syringe set.	One (1) pedi-FFP unit is thawed. Fill Max of 50mL requested volume into one (1) aliquot/syringe set and discard the rest from thawed unit.							



PURPOSE: INTERIM INSTRUCTIONS FOR ALIQUOT PROCESS FOR 8/19-SEPTEMBER 2024.	PROCESS: PLASMA ALIQUOT PREP
REV. #, DATE #2, 09/13/24	DOCUMENT OWNER: AHC BLOOD BANK

Step	Description:	Key Point / Image / Reason
5	<p>Preparation of Plasma Aliquot/Syringe Sets. Follow the SOP for Preparing Plasma for Issue; using ONLY the aliquot/syringe set.</p> <ol style="list-style-type: none"> The tubing on pedi-plasma is too short for sterile connection. Spike the thawed pedi-plasma bag and drain into the aliquot bag. Use <u>Correct Inventory</u> to adjust volume as indicated for the aliquot/syringe set. Re-print the ISBT label with updated volume using Procedure: Generate Tags and Labels v.3 (policytech.com) Label the aliquot bag with the modified ISBT Label. Perform <u>CERNER Label Verify</u> on each aliquot/syringe set. Apply the Plasma Syringe Label to document donor and patient information. 	<p>Procedure: Plasma Preparation for Issue v.3 (policytech.com)</p>  <p>Thawed Pedi-FFP units have an expiration of 24-hours. Spiking the bag will not shorten the overall expiration of the unit.</p>
6	Follow applicable SOPs to Assign/Dispense product.	<p>Procedure: Dispense and Assign Products v.3 (policytech.com)</p> <p>Procedure: Dispense and Return Products v.5 (policytech.com)</p>



PURPOSE: INTERIM INSTRUCTIONS FOR ALIQUOT PROCESS FOR 8/19-SEPTEMBER 2024.

PROCESS: CRYOPRECIPITATE (CRYO) ALIQUOT PREP

REV. #, DATE #2, 09/13/24

DOCUMENT OWNER: AHC BLOOD BANK

Step	Description:	Key Point / Image / Reason
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Note: Follow these instructions and linked PolicyTech SOPs for completion of task.

All products will be prepared in an Aliquot Bag with Labeled Syringe Attached.

1	<p>Cryoprecipitate Aliquot Policy Statements:</p> <ul style="list-style-type: none"> a) We will only prepare small volume cryo orders when the clinical team is ready to transfuse. b) Cryo units come in bags with approximately 15mL volume each. ** The 15mL is NOT labeled on the frozen product, but is in Cerner as 15mL and when thawed will print on facelabel as 15mL. ** 	When thawed, single cryo units have a shortened expiration of 6-hours. Pooled and Thawed Cryo 5 units have expiration of 4-hours. This shortened expiration is the reason why we do not thaw cryo units until they are ready to be transfused.
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2	When product order is received, determine the total volume of product that is being requested.	For example, if 30mL is ordered and 15mL additional for tubing, then the total volume is 45mL.
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3	Apply the following If/Then Decision Table to determine how many aliquots are needed based on the total volume of request.	<p>If/Then Decision Table</p> <table border="1"> <thead> <tr> <th data-bbox="782 991 1068 1054">If Total Volume:</th> <th data-bbox="1068 991 1495 1054">Then Select this number of Aliquots:</th> </tr> </thead> <tbody> <tr> <td data-bbox="782 1054 1068 1108">≤ 50mL</td> <td data-bbox="1068 1054 1495 1108">One (1) aliquot/syringe set</td> </tr> <tr> <td data-bbox="782 1108 1068 1230">>50mL</td> <td data-bbox="1068 1108 1495 1230">Issue one (1) Thawed Cryo 5 unit. No syringe. Cryo5 pools contain approximately 60-100mL.</td> </tr> </tbody> </table>	If Total Volume:	Then Select this number of Aliquots:	≤ 50mL	One (1) aliquot/syringe set	>50mL	Issue one (1) Thawed Cryo 5 unit. No syringe. Cryo5 pools contain approximately 60-100mL.
If Total Volume:	Then Select this number of Aliquots:							
≤ 50mL	One (1) aliquot/syringe set							
>50mL	Issue one (1) Thawed Cryo 5 unit. No syringe. Cryo5 pools contain approximately 60-100mL.							

4	<p>Apply this If/Then Decision Table to determine how many single cryo units to thaw per order.</p> <p><u>Each aliquot/syringe set can only contain 50mL maximum volume.</u></p> <p>Pooling of cryo units will be necessary when order requires more than one (1) single cryo unit to complete total volume requested.</p> <p>Instructions for pooling Cryo is found in this SOP: Procedure: Cryoprecipitate Preparation for Issue v.3 (policytech.com)</p>	<p>If/Then Decision Table</p> <table border="1"> <thead> <tr> <th data-bbox="782 1260 1068 1302">If Syringe Total is:</th> <th data-bbox="1068 1260 1495 1302">Then: Thaw and Distribute</th> </tr> </thead> <tbody> <tr> <td data-bbox="782 1302 1068 1486">One (1) aliquot/syringe set.</td> <td data-bbox="1068 1302 1495 1486">Thaw One (1) to Three (3) cryo units, depending on order. <u>Pooling of units</u> may be necessary when adding volume into one (1) aliquot/syringe set up to 50mL max; remaining volume will need to be discarded.</td> </tr> <tr> <td data-bbox="782 1486 1068 1600">Issue one (1) Thawed Cryo 5 unit.</td> <td data-bbox="1068 1486 1495 1600">No syringe. Cryo5 pools contain approximately 60-100mL.</td> </tr> </tbody> </table>	If Syringe Total is:	Then: Thaw and Distribute	One (1) aliquot/syringe set.	Thaw One (1) to Three (3) cryo units, depending on order. <u>Pooling of units</u> may be necessary when adding volume into one (1) aliquot/syringe set up to 50mL max; remaining volume will need to be discarded.	Issue one (1) Thawed Cryo 5 unit.	No syringe. Cryo5 pools contain approximately 60-100mL.
If Syringe Total is:	Then: Thaw and Distribute							
One (1) aliquot/syringe set.	Thaw One (1) to Three (3) cryo units, depending on order. <u>Pooling of units</u> may be necessary when adding volume into one (1) aliquot/syringe set up to 50mL max; remaining volume will need to be discarded.							
Issue one (1) Thawed Cryo 5 unit.	No syringe. Cryo5 pools contain approximately 60-100mL.							

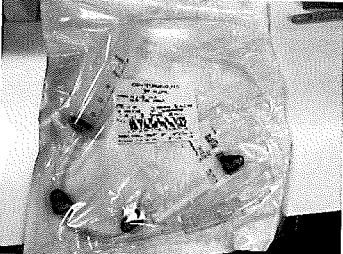



PURPOSE: INTERIM INSTRUCTIONS FOR ALIQUOT PROCESS FOR 8/19-SEPTEMBER 2024.

PROCESS: CRYOPRECIPITATE (CRYO) ALIQUOT PREP

REV. #, DATE #2, 09/13/24

DOCUMENT OWNER: AHC BLOOD BANK

Step	Description:	Key Point / Image / Reason
5	<p>Preparation of Cryo Aliquot/Syringe Sets. Follow the SOP for Preparing Cryoprecipitate for Issue; using ONLY the aliquot/syringe set.</p> <ul style="list-style-type: none"> a) The tubing on pedi-cryo is too short for sterile connection. Spike the thawed pedi-cryo bag and drain into the aliquot bag of the aliquot/syringe set. b) Use <u>Correct Inventory</u> to adjust volume as indicated for the aliquot/syringe set c) Reprint the ISBT Label with the new volume, using <u>Generate Tags and Labels</u>. d) Label the aliquot bag with the modified ISBT Label. e) Perform <u>CERNER Label Verify</u> on each aliquot/syringe set. a) Apply the Cryoprecipitate Syringe Label to document donor and patient information. 	<p><u>Procedure: Cryoprecipitate Preparation for Issue v.3 (policytech.com)</u></p> <p><u>Procedure: Correct Inventory v.3 (policytech.com)</u></p> <p><u>Procedure: Generate Tags and Labels v.3 (policytech.com)</u></p>  <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p align="center">CRYOPRECIPITATE</p> <p align="center">Pre-filtered with ≤ 150 micron filter</p> <p>Name: _____</p> <p>Hosp #: _____</p> <p>Exp. Date / Time: _____</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;">  <p>Donor #: Indiana University Health Indianapolis, IN 46202</p> </div> <div style="text-align: right;"> <p>Store at 20-24 °C</p> </div> </div> </div>
6	Follow applicable SOPs to Assign and Dispense product.	<p><u>Procedure: Dispense and Assign Products v.3 (policytech.com)</u></p> <p><u>Procedure: Dispense and Return Products v.5 (policytech.com)</u></p>