**Purpose**

Use Blood Component Preparation and/or Blood Order Processing to document production of components and record the blood product data that results from blood component preparation.

**Procedure**

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| **Step** | **Actions** | **Related Documents** |
| **1** | **Double Bag Platelets received from the supplier in two connected bags:**   * Are drawn and divided into two connected bags via sterile connecting device, because of donor characteristics and the collection process. * Are connected with a manually operated clamp that can be released for combining into one bag. * Are considered to be one product, with one unit number. One bag has the unit label and the second bag does not. * Are received and entered into inventory using the same process as all other blood products. * Are stored on the Platelet agitator in the Platelet Incubator. * Have an expiration date of **4 hours** once combined into one bag | * SQ Blood Product Entry * Blood Inspection Policy * Visual Inspection of Plasma Products * Inventory Management Policy |
| **2** | The platelets are combined before being issued.   * Do not combine until you have an order to give immediately. * Remove the manual clamp, and hang the unit on the hook in the component preparation area, so that the contents empty into the bag with the unit label (Unit number, Exp date, etc.) * Once all the contents have emptied into the labeled bag, express all the air out of the product bag, and back into the empty bag. * Seal off the tubing using the heat sealer. * Discard the empty bag | * Terumo Heat Sealer Use and Maintenance |
| **3** | **Combining Platelets in Blood Component Preparation (BCP)**   * Check the combined platelet to assure it is intact, passes visual inspection, and is ready for use. * Open Blood Component Preparation * Select look up by component preparation function. * Use code (COMBIN) for combining platelets, scan the corresponding bar code for combining platelets, or use search feature to select. * Tab through date and time if doing processing real time. Adjust date and time if necessary. * Accept default shift and Tech ID or change if needed. Continue. | * Blood Label Check (BLC) and Verification |
| **Step** | **Actions** | **Related Documents** |
| **4** | **Combining Platelets in Blood Component Preparation (BCP)** continued:   * Scan the unit number. * Scan the product code. (Do not let the system Auto-fill) * In the right pane of the window, the Unit tab shows data for the unit you select in the left pane. Enter any missing mandatory data for each output and new unit. \*yellow fields are mandatory\* * The lower screen shows the Task Summary and each unit will have detailed Input and Output data. Review the Output new expiration date and time for accuracy. * Task Summary list can be printed if desired by selecting Task Summary on bottom left of screen. * Select Save. A confirmatory box will ask if it should file all units. * Select “Finish”. A Hematrax label will print. * Perform Blood Label Check (BLC) function. | * Blood Label Check (BLC) and Verification |
| **5** | **Blood Label Verification**   * Perform label verification of the new Hematrax label. * Add ACD volume to the new Hematrax label. * Verify ACD volume with a 2nd Tech, and document on the Manual Label Verification Form. * Affix label to cover previous label completely. * Original Unit Number on the product should remain visible and scanable. | * Blood Label Check (BLC) and Verification * Manual Label Verification Form |
| **6** | **Allocation**   * Now unit is in available status, and ready for allocation. | * Blood Order Processing--TXM |

**References:**

Blood Bank User Guide, Misys Laboratory v7.1

AABB Standards for Blood Banks and Transfusion Services, Current Edition