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| **University of Washington,** **Harborview Medical Center****325 9th Ave. Seattle, WA, 98104****Transfusion Services Laboratory****Policies and Procedures Manual** | **Original Effective Date:** **August 1, 2011** | **Number:** **1401-1** |
| **Revision Effective Date:** | **Pages:** **2** |
| **TITLE: QSE: Suppliers and Supply Management** **Quality Policy: Supplier Selection and Qualification** |

**Policy:**

Harborview Medical Center Transfusion Service has defined requirements and established criteria that must be met by the vendors who are selected to provide critical services, products, and supplies used by the Laboratory.

**Purpose:**

To provide direction for the processes and procedures used to select and monitor the provision of critical services, products, and supplies.

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| **Vendor Category** | **Qualifying Requirements for Vendors** |
| **Reagent, Instrument, Equipment, and Consumable Suppliers** | * Provide materials and equipment that meet applicable FDA requirements.
* Be able to supply products at a level that meets the needs of the department.
* Ship products/equipment appropriately.
* Supply training and support as needed.
* Provide written instructions for use of the products/equipment supplied.
* Provide directions for handling and storage of products/equipment.
* Provide Material Safety Data Sheets (MSDS) where applicable.
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| **Blood Suppliers and Reference/Consultation Services** | * Be FDA/CBER-licensed and meet FDA requirements.
* Be AABB accredited and meet AABB requirements.
* Be CLIA compliant.
* Be able to supply products or services at a level that meets the needs of the department.
* Provide delivery services that are cost-effective, reliable, timely, and frequent enough to meet the department needs.
* Ship products appropriately
* Reports reference testing results promptly by fax in a timely manner.
* Has a billing department that provides timely billing and crediting.
* Has competitive pricing that is comparable to other blood suppliers.
* Provides timely notification when changes affecting the safety of blood products are discovered, including look-back and recall.
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| **Transportation** | * Provide 24/7 availability.
* Meet Stat timelines for delivery and pick-up.
* Provide courteous service.
* Provide timely billing and crediting.
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**References**

AABB Standards for Blood Banks and Transfusion Services, Current Edition