**Purpose**

This procedure provides instructions for receiving blood products into the Harborview Transfusion Services Laboratory internal inventory system.

**Procedure:**

|  |  |  |
| --- | --- | --- |
| **Step** | **Action** | **Related Documents** |
| **Delivery** |
|  **1** | * Receive blood products
* Supplier Courier
* Cab Driver
* Contract Delivery Service
 | * Ordering Blood Products for Inventory
 |
| **2** | * Examine delivery containers for “Harborview”. Notify delivery person and supplier of any incorrect deliveries.
* Document any deviation from policy via QIM form.
 | * Quality Improvement Monitor Form
 |
| **3** | * Sign for receipt
* Supplier Courier delivery sheet
* Cab Driver: complete charge slip including accession number and retain copy
* Contract Delivery Service: provide identifying information as accepting shipment.
 |  |
| **4** | * Complete Shipment Log for all cab and contract delivery service deliveries:
* Delivery or Pickup
* Accession Number (this could be the delivery service number, accession number)
* Tech ID
* Event/Situation
* Date/Time called
* Date/Time Received
 | * Transfusion Service Courier Log form
 |
| **5** | * Communicate to Supplier Courier any boxes and other items to be returned to the blood supplier.
 |  |
| **Step** | **Action** | **Related Documents** |
| **Examination for Appropriate Packaging and Accuracy of Contents** |
| **6** | * Open shipping container and remove Order Distribution Report.
* Time stamp Order Distribution Report.
 |  |
| **7** | * Examine contents for appropriate packaging per SOP
* Reconcile contents against Inventory Order Form
* Complete the ODR form receipt inspection section.
* Notify shipper of any discrepancy between what was ordered and what arrived.
* Document any discrepancy on the QIM form
 | * Packing Blood Products for Transport
* Inventory Order Form
* Quality Improvement Monitor Form
 |
| **8** | * If packaging is acceptable:
	+ Record “**OK**” on the TEMP line of the ODR.
	+ Record Time on Time line.
	+ Record Tech ID on “By” line.
	+ Proceed to Blood Product Entry
 |  |
| **9** | * If packaging is unacceptable:
	+ Notify the supplier immediately
	+ Record “**NOT OK**” on the TEMP line of the ODR
	+ Take the temperature of the products in the original shipping container by placing the NIST calibrated thermometer between two products.
	+ Record temperature after 3-5 minutes on the ODR.
	+ Record condition of shipping container on the ODR.
	+ Quarantine all products.
	+ Document on the QIM Form.
 | * Quarantine of Blood Products
* Quality Improvement Monitor Form
 |
| **Blood Product Entry** |
| **10** | * Reconcile shipment with the ODR and original order.
* Contact supplier for investigation of any discrepancies.
 |  |
| **11** | * Perform Sunquest Blood Product Entry.
 | * Blood Product Entry in Sunquest
 |
| **12** | * Red Blood Cell components:
* Remove integrally attached segments for type confirmation and segment retention.
 | * Tango Donor Unit Retyping
* Sample Management Process
 |
| **13** | * Store blood components
 | Blood Product Storage Policy |
| **Shipping Containers** |
| **14** | * Search containers for any remaining units.
 |  |
| **15** | * Cross through the label to indicate shipping container has been processed.
 |  |
| **Step** | **Action** | **Related Documents** |
| **16** | * Place container in the designated area for return to the supplier.
 |  |
| **Order Distribution Reports** |
| **17** | * Staple Order Distribution Reports to the Inventory Order form and file in the Current Orders folder.
 |  |

**References**

Standards for Blood Banks and Transfusion Services, Current Edition. American Association of Blood Banks. AABB Press, Bethesda, MD