**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