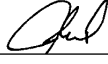


Document History:

Title: **Receiving Blood, Blood Components and Plasma Protein Products**

Site(s): **All Shared Health TM Sites**

Document #:	160-INV-07	Version #:	05
Section:	Shared Health Transfusion Medicine Manual	Subsection:	INV Module

Approved by: Signature:	Dr. Charles Musuka 	Date:	29-MAY-2020
		Effective Date:	02-JUL-2020

Details of Recent Revision

- Added document numbers to all referenced SOPs
- 2.6 included comment about shipping within the Winnipeg Regional Health Authority
- 2.8 changed bullet regarding transport time exceed 24 hours to shipments exceeded allowable transport time
- 2.9 updated CBS Customer Letter and attachments
- 3.0 updated data logger
- 6.2 added blood product transport times
- 6.3 added CBS packing configuration for blood

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Receiving Blood, Blood Components and Plasma Protein Product

1.0 Principle

- 1.1 To receive blood, blood components and plasma protein product (PPP) into inventory from the blood supplier via inter-facility transfer or shipped with a patient.
- 1.2 To provide an accurate record of the receipt of blood, blood components and PPP.

2.0 Scope and Related Policies

- 2.1 Blood, blood components and PPP shall be handled, stored, distributed and shipped in a manner which will prevent damage and limit deterioration.
- 2.2 A process shall be in place to ensure traceability of all blood, blood components and PPP received.
- 2.3 A process shall be in place to ensure segments from all transfused units are removed prior to issuing and are stored between 1-6°C for a minimum of 7 days post-transfusion.
- 2.4 A process shall be in place for the blood bank to notify the clinical unit when patient-specific blood, blood component or PPP, if applicable, is received in the blood bank.
- 2.5 To promote traceability, non-eTraceLine sites will receive blood, blood components and/or PPP from a designated eTraceLine site; designated sites are identified by health region and established transportation routes.
- 2.6 Blood, including stock emergency and patient-specific, thawed plasma and platelets shipped by an eTraceLine site to a non-eTraceLine site shall have a data logger enclosed. This does not apply to sites within the Winnipeg Regional Health Authority.
- 2.7 Upon receipt of shipment with data logger enclosed, the receiving facility shall:
 - Remove data logger from shipping container and record date and time of unpacking on *Shipping Container Tracking* form, F160-QCFORM-38
 - Retrieve data from data logger and verify shipping temperature during shipment
 - Save data in designated file on computer at facility
 - Take temperature upon receipt only if: a) data logger did not record data; b) site unable to download data logger or; c) temperature during shipment was outside required limits
 - Return data logger and *Shipping Container Tracking Form*, F160-QCFORM-38, to shipping facility
- 2.8 Contact shipping facility and complete *Shared Health Customer Feedback Form*, F160-INV-23; if applicable, consult TM physician if:
 - No security seal on shipping container
 - Shipment exceeded allowable transport time
 - Discrepancies on packing slip
 - Packing errors
 - For shipments with data loggers, temperature during shipment was unacceptable, data logger did not record date or site is unable to download the data

- 2.9** The packing configuration for blood, blood component and PPP is dependent upon the site shipping product, CBS or Shared Health, and shipping container used:
- Frozen blood components shall only be received from CBS
 - For acceptable packing configuration for product received from Shared Health sites, refer to INV procedure *Inter-facility Shipping of Blood, Blood Components and Plasma Protein Product*, 160-INV-18
 - For CBS packing configuration, refer to CBS Customer Letter, 2018-21, and attachments :
 - https://blood.ca/sites/default/files/CL_2018-21.pdf
 - https://www.blood.ca/sites/default/files/Attachment_1_CL_2018-21.pdf
 - https://blood.ca/sites/default/files/Attachment_2_CL_2018-21.pdf

3.0 Materials

CBS packing slip
eTraceLine packing slip
Blood, Blood Component, Plasma Protein Product
Shipping container with appropriate packing materials
Record of Transfusion (RoT)
BTS/CBS Transfusion Medicine Patient Report
Blood bank log
Inter-Facility Blood, Blood Component and Plasma Protein Product Transfer form, F160-INV-18A
Product tag
Shared Health Customer Feedback form, F160-INV-23
Thermometer (for receiving blood and thawed components)
Data logger
Shipping Container Tracking Form, F160-QCFORM-38
Receipt Label, F160-80-08

4.0 Procedure

For eTraceLine sites refer to eTraceLine procedures:

- *Receipt of Blood, Blood Components and Plasma Protein Product (from CBS) into eTraceLine*, 160-TL-04
- *Handling in eTraceLine: Receipt of Inter-Facility Shipment of Blood, Blood Components and Plasma Protein Product*, 160-TL-31

For blood see INV procedure *Receipt of Blood*, 160-INV-07A

For blood components see INV procedure *Receipt of Blood Components*, 160-INV-07B

For plasma protein product see INV procedure *Receipt of Plasma Protein Product*, 160-INV-07C

5.0 Reporting

See SOPs outlined in **4.0 Procedure** above

6.0 Procedural Notes

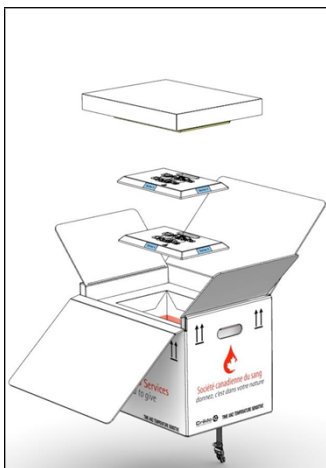
6.1 See SOPs outlined in **4.0 Procedure** above

6.2 Allowable blood product transport times:

CBS Insulated Shipping Container	Time from packing to receipt	Shared Health Shipping Container	Time from packing to receipt
Blood – short journey	≤ 17 hours	All blood, blood components, PPP	≤ 24 hours
Blood – long journey	≤ 27 hours		
Platelet	≤ 24 hours		
Frozen Product	≤ 27 hours		
PPP: room temperature or refrigerated	≤ 27 hours		

6.3 CBS Insulated Shipping Container (ISC) packing configuration for blood:

6.3.1 Short journey packing time to the time of receipt less than or equal to 17 hours:



6.3.2 Long journey packing time to time of receipt less than or equal to 27 hours:

