Document History:

Title: **Receiving Blood, Blood Components and Plasma Protein Products (Derivatives)** **Site(s):** **All DSM sites**

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Section:	**Manitoba Transfusion Quality Manual for Blood Banks**	**Subsection:**	**INV Module**

Approved by:	C Musuka	**Written By:**	TM Discipline Team
Signature:			
Date:	31-JAN-2017	Date:	March 2011

#	Details of Revisions:	Approval:	Date:
1	New document	A Kabani	31-MAR-2011
2	• Added to 4.0, 5.0, 6.0 for Trace Line sites to refer to Trace Line Procedure • Revised example of receipt label to include enter in Trace Line • Revised example of receipt label to “or Inter Facility Transfer form” not “or INV.002”	C Musuka	05-NOV-2012
3	• 2.4 New scope to notify ward if applicable • Ward notified updated on label	C Musuka	18-APR-2013
4	• 2.5 to 2.9 new • 3.0 Materials added TL packing slip and removed CBS feedback form • 4.0, 5.0 and 6.0 revised Procedures for TL sites • Revised throughout to update to PPP	C Musuka	31-Jan-2017
5			
6			
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Receiving Blood, Blood Components and Plasma Protein Products (Derivatives)

1.0 Principle

1.1 To receive blood, blood components and plasma protein products 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 plasma protein products

2.0 Scope and Related Policies

2.1 Blood, blood components and plasma protein products shall be handled, stored, distributed, and shipped in a manner that prevents damage and limits deterioration.

2.2 A process shall be in place to ensure the traceability of all blood, blood components and plasma protein products received.

2.3 A process shall be in place to ensure that segments from all transfused units are removed and stored at 1°C to 6°C for a minimum of 7 days after transfusion.

2.4 A process shall be in place to notify clinical ward upon receipt of any patient specific blood, blood components or plasma protein products if applicable

2.5 To promote traceability, designated Trace Line Testing or Hub sites have been established as site for Non-Trace sites to receive blood products from
- site is dependent on; Health region and established transportation routes

2.6 Red cells, thawed plasma and platelets received from DSM Trace Line testing site/Hub site to non-Trace Line facility shall have data logger enclosed
- including stock emergency red cells and patient specific units

2.7 Upon receipt of shipment with data logger enclosed the receiving facility shall:
- Remove temperature data logger from box 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 appropriate file on computer at facility
- Take temperature upon receipt using calibrated thermometer if; data logger did not record data, site unable to download date or temperature during shipment was outside required limits
- Return data logger and Shipping Container Tracking Form (F160-QCFORM-38) to shipping facility

2.8 Contact shipper, and complete customer feedback form, and if applicable TM Physician consult initiated if:
- There is no security seal on the shipping box
- Transport time exceeded 24 hours
- Discrepancies with packing slip
- Packing errors
- For shipments with data loggers; unacceptable temperature during shipment, data logger did not record any data, or site unable to download data

2.0 Scope and Related Policies cont'd

2.9 The packing configuration for blood, blood component and plasma protein products varies and is dependent if product received from CBS or DSM site and shipping containers used

- Frozen blood components shall only be received from CBS
- For acceptable packing configuration for product received from DSM sites refer to INV Procedure: Inter-Facility shipping of Blood, Blood Components and Plasma Protein Products (Derivatives)
- For CBS packing configuration. Refer to CBS customer letter 2017-03 at : https://blood.ca/en/hospital/customer-letters

3.0 Materials

CBS Packing slip(s)
Trace Line Packing Slip
Blood, Blood Component, Plasma Protein Product (Derivative)
Shipping container with appropriate packing materials
Record of Transfusion (ROT)
BTS/CBS Patient Report
Appropriate blood bank log
INV Form- Inter-Facility Blood, Blood Component and Derivative Transfer
Product tag(s)
INV Form- DSM Blood Bank Customer Feedback Form
Thermometer (for receiving blood and thawed components)
TH10 Temperature USB Datalogger
Shipping Container Tracking Form (F160-QCFORM-38)
Receipt Label

Example of Receipt Label:

Received From _____ Received Date and Time_____

Temperature on Receipt (blood only)_____Travel Time _____

☐ N/A

Received By_____

Security Seal Intact
☐ Yes
☐ No

Segments removed
☐ Yes
☐ No

Packaging
☐ Acceptable
☐ Unacceptable

ABO/Rh Confirmation Testing Red Cell Units
☐ Yes
☐ N/A

Product check with packing slip or Inter Facility Transfer Form
☐Yes ☐ No

Visually inspected and found suitable ☐Yes ☐ No

Ward Notified ☐Yes ☐ NA

Entered in appropriate blood bank log/Trace Line ☐

4.0 Procedure

For Trace Line Sites refer to Trace Line Procedures:

- Receipt of Blood, Blood Components and Plasma Protein Products (from CBS) in Trace Line
- Handling in Trace Line: Receipt of Inter-Facility Shipment of Blood, Blood Components and Derivatives

For Blood see INV Procedure- Receipt of Blood
For Blood components see INV Procedure- Receipt of Blood Components
For Derivatives see INV Procedure- Receipt of Plasma Protein Products (Derivatives)

5.0 Reporting

For Trace Line Sites refer to Trace Line Procedures:

- Receipt of Blood, Blood Components and Plasma Protein Products- Derivatives (from CBS) in Trace Line
- Handling in Trace Line: Receipt of Inter-Facility Shipment of Blood, Blood Components and Derivatives

For Blood see INV Procedure- Receipt of Blood
For Blood components see INV Procedure- Receipt of Blood Components
For Derivatives see INV Procedure- Receipt of Plasma Protein Products (Derivatives)

6.0 Procedural Notes

For Trace Line Sites refer to Trace Line Procedures:

- Receipt of Blood, Blood Components and Plasma Protein Products- Derivatives (from CBS) in Trace Line
- Handling in Trace Line: Receipt of Inter-Facility Shipment of Blood, Blood Components and Derivatives

For Blood see INV Procedure- Receipt of Blood
For Blood components see INV Procedure- Receipt of Blood Components
For Derivatives see INV Procedure- Receipt of Plasma Protein Products (Derivatives)