

Provincial Redistribution Program for Blood Components/Products for Ontario Transfusion Services

## **Memorandum of Understanding**

**Between**



**And**

**Ontario Regional Blood Coordinating Network (ORBCoN)**

**And**

**Factor Concentrate Redistribution Program (FCRP)**

**For the**

**Redistribution of Blood Components/Products within the Province of Ontario**

### **PURPOSE**

The purpose of this Agreement is to establish cooperation between hospitals that receive blood components and products from Canadian Blood Services (CBS) in implementing a redistribution program for blood components and products nearing expiry, in order to reduce unnecessary discards due to outdating.

Whereas this agreement is between one participating hospital or corporation, and ORBCoN and FCRP, inherent into this agreement is cooperation between participating hospitals as explained under Goals and Forms of Cooperation.

### **GOALS AND FORMS OF COOPERATION**

The goals of this agreement are as follows:

- Develop cooperation between hospital facilities for the purpose of redistribution of blood products/components
- Establish cooperation between hospital facilities and ORBCoN/FCRP for the purpose of redistribution of blood products/components

- Agreement to report on a bi-monthly basis
  1. Near to expiring blood products/components in inventory
  2. Wastage due to expiry, broken or wasted Plasma Protein Products to ORBCoN
  3. Blood products/components that are no longer required to remain in inventory if a patient no longer requires it and needs to be redistributed
- Agreement to redistribute blood components to a pre-determined facility (facility requiring product/component) ensuring acceptable redistribution/transportation requirements (including documentation)
- Agreement to redistribute blood products as requested by ORBCoN or FCRP ensuring acceptable transport conditions (including documentation).

## COORDINATION

The technical and administrative coordination of this Agreement will be performed by ORBCoN in collaboration with the FCRP on behalf of the Ministry of Health and Long-Term Care (MOHLTC).

Coordination shall address and resolve logistical and administrative issues that may arise during the term of this Agreement, and shall report on the activities conducted within the framework hereof.

## CLAUSES

### A. Definitions

**Reporting facility:** shall mean the institution which reports blood components/products in inventory nearing expiry

**Sending Facility:** shall mean the institution that has agreed to send the blood components/products from their facility to the pre-determined receiving facility

**Receiving Facility:** shall mean the institution that has agreed to receive the blood components/products from the sending facility for the purposes of transfusion prior to expiry

**Plasma Protein Product (PPP) nearing expiry:** shall mean that the expiration date is less than 6 months

**Red Blood Cell (RBC) nearing expiry:** shall mean that the expiration date is between 7 and 10 days (or less if participating parties agree)

**Regional Project Coordinator:** shall mean the ORBCoN or FCRP representative designated to fulfill the administrative responsibilities of the co-ordination of this Memorandum of Understanding in each participating region of the province of Ontario

| Name          | Affiliation | Address/Telephone      | Email  |
|---------------|-------------|------------------------|--|
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## B. Procedure Development

- Templates of procedures and forms are available as part of the [Provincial Redistribution Toolkit](#) and can be accessed on the Transfusion Ontario website
- Site specific procedure development must incorporate all required current standards <sup>1,2,3</sup>

## C. Implementation

### Roles and Responsibilities

#### *General Responsibilities:*

- To the extent possible, the participating facilities will ensure that blood components and blood products, are handled, stored, distributed and transported in a manner that prevents damage, deterioration, and meets the most current regulatory or accreditation requirements. <sup>1,2,3</sup>
- A provincial standard redistribution transfer form should be used in conjunction with an LIS generated transfer list; the template can be found as part of the Provincial Redistribution Toolkit
- All facilities receive notification every two months of the near to expiring PPP and verify if any product is in inventory and returns information back to regional project coordinator.
- All facilities will include in the report to regional project coordinator any products wasted or that have outdated since the previous report.
- All facilities will review their fresh component inventory regularly to identify those that may be nearing expiry (RBC 7-10 days, Platelets 1-2 days, Frozen components 3-4 months)
- Shipping containers will be packaged by each facility according to a validated packing configuration to maintain the required shipping temperature of the component or product as per current standards. <sup>1,2,3</sup>
- All facilities will ensure that they are following the recommended packing configuration and pre-conditioning requirements, for the validated shipping container in use

#### *ORCBON/FCRP:*

- Receives plasma protein product (PPP) expiry list from CBS monthly
- Informs each participating facility of near to expiring PPP (by Lot# and Product Name) on a bi-monthly basis, (15<sup>th</sup> of every other month,  $\pm 3$  day)
- Identifies receiving site for each blood product requiring redistribution
- Coordinates the sending sites to ship blood products to a receiving site (arranges pick up and covers cost if required)
- Maintains tracking database to include shipping history, and wasted or outdated product.

- Prepares annual reports for the Blood Programs Office , a division of the Ministry of Health and Long-Term Care
- Provides validation reports for shipping containers including packing configurations/instructions
- Coordinates the periodic spot checks of the shipping containers used for redistribution of blood components and blood products and provides reports on a yearly basis. Schedule will be set up by ORBCoN and shared with the provincial hospitals

#### *Sending Facility:*

- Prepares blood components/products to be shipped to a designated transfusion services site
- Confirms that the courier being used to transport components uses the passenger vehicle cabin to place the shipping container wherever possible
- Completes required shipping documentation
- Ships products in the correct validated shipping container
- Participates in random periodic spot checks of shipping container verification as requested
- Orders shipping containers and materials from Canadian Blood Services as needed, allowing sufficient time for delivery by routine schedule i.e. not STAT
- Visually inspects shipping containers and materials at time of use and discards any that do not pass

#### *Receiving Facility:*

- Receives request to accept near to expire blood components or blood products from the either a sending facility, ORBCoN or FCRP and verifies acceptance if product can be used prior to expiry date
- Receives the shipped products from sending facility and inspects product and documentation. Accepts products into inventory as per facility procedure
- Participates in random periodic spot checks of shipping container verification as requested

#### *Canadian Blood Services (CBS):*

- Provides shipping containers and associated packing materials for hospitals upon request (J82, E38, Smith type, gel and freezer packs, dry ice) as needed
- Facilitates picks up of empty boxes and packing materials to return to CBS if no other transport options are available

#### Terms of Operation of this MOU

- This MOU will begin on the commencement date and will continue until such time as it is terminated by the Parties.
- This MOU will be reviewed within five years following the date of commencement.
- Supplementary guidance materials and documents may be formulated to facilitate achievement of goals of the agreement. Any major revisions in the goals or purpose outlined herein, which either party may consider desirable or necessary in future, will be the subject of supplementary agreements.
- This agreement can be updated with amended terms and conditions as agreed in writing by each of the parties.

- Termination of the agreement by either party will commence 90 days from the date of written notification.

**D. Fees and Financial Support**

Shipping facilities will use existing couriers within their network to redistribute blood components and blood products whenever possible and to return empty shipping containers and associated packing materials

- ORBCoN will provide support for courier costs for redistribution of blood components if no other options exist
- ORBCoN/FCRP will arrange the courier and provide funding for the transportation of redistributed blood products facilitated by ORBCoN/FCRP

**The undersigned parties agree to abide by the clauses of this agreement**

**SIGNATORIES**

A validated packing configuration will be used to ship blood components/products and will be provided on request. Our site preconditions ice packs at:

between -25°C and -40°C       other temperature \_\_\_\_\_  
*(please specify)*

**[Enter on behalf of ORBCoN/FCRP]    [Enter on behalf of Facility Name]**

|             |             |
|-------------|-------------|
| _____       | _____       |
| Title _____ | Title _____ |
| Date: _____ | Date: _____ |

References:

1. Canadian Society for Transfusion Medicine Standards for Hospital Transfusion Services Version 4 April 2017; Markham, ON
2. Canadian Standards Association Blood and Blood Components Z902-15; December 2015. CSA Group Toronto ON
3. Institute for Quality Management in Healthcare (IQMH) Medical Laboratory Accreditation Requirements. Version 7.1, April 2017; IQMH, a subsidiary of the Ontario Medical Association