Provincial Redistribution Program for Blood Components and Plasma Protein and Related 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 and Plasma Protein and Related Products within the Province of Ontario

PURPOSE

The purpose of this Agreement is to establish cooperation implementing a redistribution program for blood components and Plasma Protein and Related Products (PPRP) nearing expiry, between hospitals that receive blood components and PPRP from Canadian Blood Services (CBS), to reduce wastage of these valuable and limited resources.

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:

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

- Agreement to report on a bi-monthly basis
    1. Near to expiring PPRP in inventory.
    2. PPRP 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 component), while ensuring acceptable redistribution and transportation requirements, including documentation.
- Agreement to redistribute PPRP to a determined facility as determined and requested by ORBCoN or FCRP, while ensuring acceptable redistribution and transportation requirements, including documentation.

COORDINATION

The technical and administrative coordination of the ORBCoN / FCRP facilitated PPRP redistribution of this Agreement will be performed by ORBCoN in collaboration with the FCRP on behalf of the Ministry of Health.

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 / PPRP in inventory nearing expiry

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

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

PPRP 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)

Platelets nearing expiry: shall mean platelets that are no longer assigned to a patient or within 1 day prior to expiry

Plasma nearing expiry: shall mean that the expiration date is between 3 to 4 months

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

Name	Affiliation	Address/Telephone	Email
Alison Wendt	CE ORBCoN	647-998-6746	alison.wendt@sunnybrook.ca
Tracy Cameron	NE ORBCoN	613-668-1021	tcameron@ohri.ca
Laura Aseltine	SW ORBCoN	289-339-5736	aseltinl@mcmaster.ca
Sarah Crymble	FCRP	416-864-6060 ext.46981	sarah.crymble@unityhealth.to
Antonette Travas	FCRP	416-864-6060 ext 2579	antonette.travas@unityhealth.to

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 and regulations [1,2,3,4]

C. Roles and Responsibilities

General Responsibilities:

- To the extent possible, the participating facilities will ensure that blood components and PPRP, are handled, stored, distributed, and transported in a manner that prevents damage, deterioration, and meets the most current regulatory or accreditation requirements.[1,2,3,4]
- All facilities will review their fresh component inventory regularly to identify those that may be nearing expiry
- All facilities will review their PPRP inventory regularly to identify those that may be nearing expiry.
- All facilities will respond to the bi-monthly survey sent by ORBCoN / FCRP. The facilities will either report that there are no PPRP to redistribute or report the available PPRP to be redistributed.

- All facilities will participate in periodic temperature verification of shipping container as requested by one of ORBCoN's regional project coordinators.

ORBCoN / FCRP:

- Initiates the bi-monthly survey and distributes to all hospital sites (15th of every month, ±3 days)
- Identifies receiving facility for each PPRP requiring redistribution.
- Coordinates the sending facility to ship blood products to a receiving site (arranges pick up and covers cost if required).
- Maintains tracking database to include shipping history, wastage during shipment and used on site status (if known)
- Prepares annual reports for the Blood Programs Office, a division of the Ministry of Health.
- Provides validation reports for shipping containers including packing configurations / instructions.
- Schedules and coordinates the periodic temperature verifications of the shipping containers used for redistribution of blood components and PPRP.
- Verification results will be gathered by ORBCoN and shared with the provincial hospitals by posting the reports on ORBCoN's website.

Sending Facility:

- Establish designated receiving facilities for the shipment of blood components for redistribution of near to expiring components according to published procedures found in the Provincial Redistribution Toolkit.
- All facilities will package shipping containers according to a validated packing configuration and pre-conditioning requirements for the validated shipping container in use, to maintain the required shipping temperature of the blood components or PPRP as per current standards. [1,2,3,4]
- Confirms wherever possible, that the courier being used to transport blood components and / or PPRP places the shipping container in the passenger vehicle cabin, and if not possible that the blood components and / or PPRPs will be delivered as per established validated shipping temperatures and timing, as posted in the validation of J82, E38 and Credo shipping container reports.
- Completes the provincial standard redistribution transfer form and attaches Laboratory Information System (LIS) generated transfer list wherever possible.
- 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 inspection.

Receiving Facility:

- Receives request to accept near to expire blood components or blood PPRPs from either a sending facility, ORBCoN or FCRP and verifies acceptance if product can be used prior to expiry date.
- Receives the shipped products from the sending facility and inspects contents of the shipment and the documentation.
- Accepts products into inventory as per facility procedure.
- Communicates non-conformities regarding packaging requirements and documentation to the project coordinator that helped facilitate the redistribution of the PPRP or with the sending facility if blood components were redistributed.

Canadian Blood Services (CBS):

- Provides shipping containers and associated packing materials for hospitals upon request (J82, E38, gel and freezer packs, dry ice, cardboard inserts) as needed.
- Facilitates shipping of empty boxes and packing materials back to sending facility (if logistically set up to) or to CBS if no other transport options are available.

Terms of Operation of this Memorandum of Understanding (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 the 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 PPRP 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 PPRP 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 / PPRP and will be provided upon request.

Our site follows:
☐ **ORBCoN's preconditioning and packing configuration**
☐ **Other (a validation report for differing preconditioning and packing configuration is attached)**

[Enter on behalf of ORBCoN / FCRP]	**[Enter on behalf of _____]**
_____	_____
Title_____	Title_____
Date: _____	Date: _____

References:

1. Canadian Society for Transfusion Medicine Standards for Hospital Transfusion Services Version 5, December 2022; Markham, ON
2. Canadian Standards Association Blood and Blood Components Z902-20; March 2020. CSA Group Toronto ON
3. Institute for Quality Management in Healthcare (IQMH) Medical Laboratory Accreditation Requirements. Version 8, December 2019; IQMH
4. Blood Regulation SOR/2013-178. Minister of Justice; August 25 2020, http://laws-lois.justice.gc.ca