1. **Principle**

To provide a disposition process and the documentation of the disposition of all blood, blood components and other related products not suitable for transfusion (for facilities without a transfusion medicine computer module).

1. **Scope and Related Policies**
	1. All blood, blood components and other related products must not be transfused if they do not pass visual inspection criteria. If an obvious abnormality is detected, the unit must not be issued and the blood supplier should be consulted regarding the final disposition of the product. Product should be returned to the blood supplier when instructed to do so. Use the appropriate form as indicated by the blood supplier. See 7.0- Reporting.
	2. The records shall allow for the indefinite tracing of blood components and blood products from their source to final disposition.9.1
		1. Records of discarded blood products and blood components shall be kept as defined by required standards.9.2
	3. The expiration date shall be identified as the last day on which the blood product or blood component should be used.9.2
2. **Specimens – N/A**
3. **Materials**

**Supplies:** Blood, blood components and/or other related products
unsuitable for transfusionBlood/Component and Plasma Protein Product Discard/Final Disposition Record (IM.005F)
CBS Form See Reporting - 7.0

1. **Quality Control**
	1. All products must be used before the expiry date as defined by the manufacturer.
		1. If the expiry time is not recorded on the label of a lot numbered product, discard the product at midnight of the date of expiration.
		2. If the day of expiration is not recorded on the label of a lot numbered product (e.g. only month and year are recorded), discard the product at midnight of the last day of the month of expiration.
	2. Blood products that have been manipulated in an open system must have an appropriate date and time of expiry recorded on the product. The following is a general guide:
* Product storage at 1-6°C: 24 hour shelf life
* Product storage at 22°C: 4 hour shelf life
	1. The seal or port must not be broken other than through deliberate product manipulation by qualified laboratory personnel.
	2. Blood components, products and modifiers must be documented using standardized nomenclature as defined by your TS. See IM.001 - Standardized Nomenclature for Blood Components and Plasma Protein Products (as an example of possible mnemonics).
	3. Blood components and Plasma Protein Products that do not meet visual inspection criteria must not be used for transfusion. See IM.003 - Visual Inspection of Blood Components and Plasma Protein Products.
1. **Procedure**

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| --- |
| * 1. Record the discard date on form IM.005F.
 |
| * 1. Record the product mnemonic and any modifiers that are associated with the product.
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| * 1. Record the ABO/Rh, and ISBT 128 donor unit number of (source code, year of collection, check character and unit identification number) blood components to be discarded.

**Note:** Rh may not be indicated on frozen plasma products. |
| * 1. Record the lot number of plasma protein products.
 | * + 1. If multiple vials of a lot numbered product are not suitable for transfusion, the number of vials must be documented beside the lot number (e.g. C8863 x 4).
 |
| * 1. Record the reason for final disposition/discard in the appropriate column. Record Discard Code in last column

Examples: * + Broken
	+ Inappropriate storage (e.g. out of fridge too long, not hung within 30 minutes of issue, fridge or freezer malfunction)
	+ Failed visual inspection criteria
	+ Quality control failure (e.g. positive direct antiglobulin test on unit, icteric, inadequate or incorrect labeling, hemolysis, illegible date stamp)
	+ Unit “opened or entered” through both ports on the bag (no port available for administration)
	+ Problem encountered in the reconstitution process (e.g. no vacuum in lyophilized bottle - did not dissolve)
	+ Component or product used other than for transfusion (e.g. QC purposes)
	+ No available segments on red cell unit(s) for crossmatch purposes
	+ Units recalled by the blood supplier
 | * + 1. Discard Codes:
* Document “E” whenever a component or lot numbered product is outdated (expired).
* Document “D” whenever a blood component or lot numbered product is disposed of or returned to the manufacturer or blood supplier.
 |
| * 1. Discard the blood product (if not returned to the supplier) in an appropriate biohazard receptacle.
 |

1. **Reporting**

When directed by the blood supplier, return blood product(s) and blood component(s) using the appropriate documentation located on the blood supplier’s website (www.blood.ca) under hospital customer forms.

1. **Procedural Notes – N/A**
2. **References**
	1. CSTM Standards for Hospital Transfusion Services Version 3 – February 2011. Canadian Society for Transfusion Medicine, 6.3.5.
	2. Blood and Blood Components. CAN/CSA Z902-10 February 2010. Table 4 - Definitions.
3. **Revision History**

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| --- | --- |
| **Revision Date** | **Summary of Revision** |
| August 8, 2014 | * Revised name of manual
* Revised name of document
* Revised sections 2.0, 5.0 & 7.0
* Added “See 7.0 – Reporting” to section 4.0- Materials
* Revised and renumbered section 6.0
* Updated list of references to include most recent editions
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