1. **Purpose:**

To provide a uniform process for tracking blood components and products that accompany a patient who may require transfusion en route while being transferred from one facility to another.

To ensure that acceptable temperature range is maintained during transportation.

To provide a uniform process for tracking blood components and plasma protein products

1. **Scope and Related Policies:**
   1. Shipped blood, blood components and/or plasma protein products must be accompanied by IM.007F1 – Inter-hospital Transfer Form – Blood Components/Products Accompanying a Patient.
   2. When patient demographics are known and the patient is transported out of the facility with blood components and/or plasma protein products, the receiving facility shall be responsible for the final disposition documentation of any components/products that are received (i.e. not transfused en route).9.1 The issuing facility is responsible for notifying the transfusion service of the receiving facility what components/products are shipped.
   3. If the receiving facility is not known at the time the blood is shipped, the issuing facility must follow up to ensure that documentation of the final disposition of the component/product shipped is completed.9.1
   4. All blood products must be visually inspected for abnormal appearance immediately before packing for transportation. This inspection shall be documented .9.1
   5. Shipping containers for blood components/products must be constructed to resist damage and must be designed to include a tamper evident seal, and examined for damage prior to use. 9.1
   6. Blood Components/Products must be transported in a manner that will maintain the storage temperature requirements specified by the supplier in a validated shipping container.9.1 Compliance with these specifications is acknowledged by the signed Memorandum of Understanding on file with ORBCoN.

* Discontinuation of agitation of platelets during transportation should not exceed 24 hours.9.1
  1. Packaging instructions in [IM.006 – Shipping Blood Components using J82/E38 Shipping Containers](http://transfusionontario.org/en/download/im-006-shipping-blood-components-using-j82-e38-shipping-containers-sop/) must be followed to ensure that acceptable temperature range is maintained. Staff performing the packing must be trained.9.1
  2. Shipping containers shall have an outer label that meets provincial, territorial or federal transport regulations and identifies: 9.1
* The shipping and receiving facility
* That the contents are human blood components or blood products
* Any other cautions and/or descriptions  
  1. Document all shipments of blood products to include the following information on a shipping packing slip/issue voucher: 9.1
* Shipping facility and receiving facility
* Identification of components/products shipped (unit/lot numbers and description of component (product) as well as number of units/vials
* Date and time shipped
* Identity and signature of person who packed the shipment
* A unique shipping document number to allow for traceability.

1. **Records/Forms/Documents:**

* [IM.007F1 Inter-hospital Transfer Form – Blood Components/Products Accompanying Patient](http://transfusionontario.org/en/download/im-007f1-interhospital-exchange-form-blood-product-transport-with-patient/)
* [IM.007F2 Shipment of Blood Components/Products Accompanying a PatientShipping label](http://transfusionontario.org/en/download/im-007f2-shipment-of-bloodcomponents-accompanying-a-patient/)
* Crossmatch requisition (if applicable)
* LIS printout of components/products and results (if applicable)

1. **Materials**

**Supplies:** Refer to [IM.006 – Shipping Blood](http://transfusionontario.org/en/download/im-006-shipping-blood-components-using-j82-e38-shipping-containers-sop/)

[Components using J82/E38 Shipping Containers](http://transfusionontario.org/en/download/im-006-shipping-blood-components-using-j82-e38-shipping-containers-sop/)

1. **Quality Control**

Refer to [IM.006 Shipping Blood Components using J82/E38 Shipping Containers.](http://transfusionontario.org/en/download/im-006-shipping-blood-components-using-j82-e38-shipping-containers-sop/)

1. **Procedure**

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| * 1. Review the request for blood components/products. | |
| * 1. If patient identity is known, follow hospital protocol for blood component selection. | * + 1. If patient identity is not known, follow hospital protocol for blood component selection. |
| * 1. Contact the patient care area or the paramedical personnel to obtain the destination facility of the patient. | |
| * 1. Prepare the blood components/products to be transported with the patient, following hospital protocol. [See CSP.001 – Selection of Blood Components for Transfusion.](http://transfusionontario.org/en/download/csp-001-selection-of-blood-components-for-transfusion/) | * + 1. Label the blood components/products (using a compatibility label) with all available patient information as per established procedures. |
| * + 1. Document the blood product information on the appropriate requisition. |
| * 1. Visually inspect each blood component/product. See [IM.003 – Visual Inspection of Blood Components and Plasma Protein Products.](http://transfusionontario.org/en/download/im-003-visual-inspection-of-blood-blood-components-and-plasma-protein-products/) | |
| * 1. Complete IM.007F1 – Inter-hospital Transfer Form – Shipment of Blood Components/Products Accompanying a Patient. | * + 1. Complete as much patient identification as possible. |
| * 1. Complete IM.007F2 to use as a label for the shipping box. | |
| * 1. Document the issue of the blood component/product. See [IM.004 – Manual Issuing of Blood Components and Plasma Protein Products Using the Issue/Transfusion Record.](http://transfusionontario.org/en/download/im-004-manual-issuing-of-blood-blood-components-and-other-related-products-using-the-issuetransfusion-record/) | |
| * 1. Package the blood components for transport as defined in IM.006 – Shipping Blood Components using the J82/E38 Shipping Containers. | * + 1. Include [IM007F1- Inter-hospital Transfer Form - Blood Components/Products Accompanying a Patient](http://transfusionontario.org/en/download/im-007f1-interhospital-exchange-form-blood-product-transport-with-patient/) inside the shipping container     2. Label the shipping container with IM. 007F2 Shipment of Blood Component/Products Accompanying a Patient |
| * 1. Contact the transport personnel to arrange pick up of prepared shipping container. | |
| * 1. If the destination facility is known, contact the transfusion service to inform them that blood components/products are being transported and fax the Inter-hospital Transfer Form (IM.007F1) to the receiving hospital TS. | |

1. **Reporting**
   1. Shipping facility: complete the Inter-hospital Transfer Form - Blood Components/Products Accompanying a Patient (IM.007F1).

* Retain a copy of this form
* Contact the receiving facility TS
* Fax the Inter-hospital Transfer Form - Blood Components/Products Accompanying a Patient (IM.007F1)
  1. Receiving facility: If IM.007F1 arrives with or without blood components verify:
* If units were transfused en route, the transfusion information should be recorded on the form
* If the number of components/products received does not equal the number sent, the missing components/products should be identified on the form
* If there are units that were sent, not received and not documented as transfused, a medical record review should be done to determine if the unit(s) was transfused. Follow up with sending facility, transport, Ornge and receiving facility patient care unit.
* The shipping facility is responsible for the final disposition of the product.
* Alternatively, the components/products should be considered “presumed” transfused. In this case, record the unaccounted-for units in the Transfused en route column as ‘transfused’
* Fax completed copy of Inter-hospital Transfer Form Blood Components/Products Accompanying a Patient IM.007F1 to shipping facility.

1. **Procedural Notes – N/A**
2. **References**
   1. CSTM Standards for Hospital Transfusion Services Version 4 – April 2017. Canadian Society for Transfusion Medicine, 5.7.1 Transportation
   2. CSA Z902-15 Canadian Standard for Blood and Blood Components; 2015, 9.5.2
3. **Revision History**

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| **Revision Date** | **Summary of Revision** |
| August 8, 2014 | * Revised name of manual * Revised title of document * Revised sections 2.0, 4.0, 5.0 & 6.0 * Updated list of references to include most recent editions |
| Dec 30,2017 | * Revised sections 4.0, 6.0 & 7.0 * Updated list of references to include most recent editions |