1. **Principle**

Albumin can be stored at room temperature and may be issued as stock to be held in specific locations.

1. **Scope and Related Policies**
	1. The Transfusion Service laboratory will define which areas may receive bulk issues of Albumin for stock.
	2. The allowed volumes for each specific area will be identified and monitored.
	3. The ward is responsible for filling out an albumin worksheet, which provides the Transfusion Service with the following information: 9.1
* Name and unique number of patient receiving albumin
* Quantity, volume and concentration of albumin issued to a patient
* Lot number of each unit of albumin issued
* Visual inspection of product prior to transfusion
* To comply with regulations the temperature of the storage area must be checked and recorded every 4 hrs unless a continuous temperature monitoring device is used. The record of temperature monitoring must be provided to the TS as required.
	1. The TS will maintain a current copy of the manufacturer’s product insert for all products issued.9.1
1. **Specimen – N/A**
2. **Materials**

**Supplies:** Stock Serum Albumin Issuing Form (IM.009F)

1. **Quality Control – N/A**
2. **Procedure**

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| * 1. Before issuing albumin to the ward, the TS Technologist should make sure that the floor has returned the previous serum albumin issuing form, accounting for all Albumin issued. Any discrepancies should be resolved before any further albumin is issued in bulk.

Issuing may take place on a patient by patient basis until discrepancies are resolved. |
| * 1. On a new Stock Serum Albumin Issuing Form (IM.009F), enter the necessary information (date of issue, total number of vials sent, lot number).
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| * 1. Perform a visual inspection of albumin vials issued and, if acceptable, document on form (IM.009F).
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| * 1. Sign form in ‘issued by’ box and update in computer (if applicable).
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| * 1. Issue the requested amount of albumin plus the new Stock Albumin Issuing Form (IM.009F) to the person requesting the product.
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1. **Reporting – N/A**
2. **Procedural Notes – N/A**

1. **References**
	1. CSTM Standards for Hospital Transfusion Services – Version 3 February 2011. Canadian Society for Transfusion Medicine; 5.7.1
2. **Revision History**

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| **Revision Date** | **Summary of Revision** |
| August 8, 2014 | * Revised name of manual
* Revised section 2.0
* Revised and renumbered section 6.0
* Updated list of reference to include most recent edition
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