

Blood Bank Services
South Bend Medical Foundation
South Bend IN 46601

PACKING INSTRUCTIONS SUMMARY FOR CLIENT HOSPITALS

RED BLOOD CELLS

Box Limit for 16 inch square with 1½ inch insulation

- 25 units per box

Special packing instruction

- Place plastic bag in bottom of box
- Place units in bag; spread units evenly over entire bottom of box
- Fold top of bag closed in case of leakage

Coolant:

- Wet ice, double bagged to prevent water leakage as ice melts
- Do NOT use freezer packs or ice stored in -20 or -70°C freezer. This super-chilled ice in direct contact with the red cells may cause hemolysis.
- Use at least twice as much ice as blood product. Ice may be placed in either 2 small bags or 1 large bag.
- In hot summer months, additional ice may be used.

Packing order:

- Absorbent material on bottom
- Then plastic bag containing blood units
- Bagged ice on top

PLATELET PRODUCTS

Box Limit for 16 inch square with 3 inch insulation

- 4 units per box

Special packing instruction

- Use ONLY the special platelet box with 3inch insulation for platelets

Coolant:

- 4 Room temperature gel packs

Packing order:

- Absorbent material on bottom
- Then 2 gel packs laid side by side
- Platelet units on top of gel packs
- Remaining 2 gel packs on top, covering the platelet unit.

FROZEN PRODUCTS

Box Limit for 16 inch square with 1½ inch insulation

- 20 units per box

Special packing instruction

- Place boxed units. Place in bubble bags if available
- Use box with DRY ICE sticker

Coolant:

- Dry Ice; the amount should be equal or greater than the amount of frozen product
- May use blocks wrapped in paper or loose pellet dry ice
- Dry ice is available on request from SBMF

Packing order:

- Absorbent material on bottom
- Then frozen products
- Dry ice on top

Final instructions for all boxes:

- Place silver inner box top in place. For some platelet boxes, the inner box top may be foam instead of silver.
- Place copy of shipping documents on top of inner box top. Close cardboard flaps and tape closed.
- Tape destination card to box. Cover with packing tape to protect label, or place in protective clear envelope attached to box.
- Boxes packed according to these instructions have been validated to retain acceptable temperature for a minimum of 24 hours from time packed.

Initial Training and Orientation Checklist Central Transfusion Service

Blood Bank Services
The Medical Foundation
South Bend, IN 46601

Test/Procedure	Number of Tests	Date Approved	Trainer Initials	Test/Procedure	Number of Tests	Date Approved	Trainer Initials
Tour of department	N/A			Component Preparation			
Safety orientation	NA			FFP THAW	2		
On-line SOP manuals	N/A			Pooled Platelets	NA		
Resource Manual	N/A			Pheresis platelets			
QC/PM:				Filtered units	Discussion		
Reagents	5 days			Cryoprecipitate	Demonstration		
Equipment	5 days			RhIG/RhoGAM	NA		
Inspection of units	5 days			Auto/directed units	NA		
Technical/Bench methods				Neonatal aliquot – bag			
Plt Bacterial detection				Neonatal syringe			
ABORH tube test/ GEL	5 each			Concentrated platelets	NA		
Weak D gel test	5			Exchange transfusion	Discussion		
ABSC – gel	8 (3 pos)			Fetal Quant – Rh, clerical	2		
ABSC – tube	8 (3 pos)			Manual charges	NA		
ABSC – prewarm/ No Enh	8 (3 pos)			Specimen rejection	Discussion		
Crossmatch gel IS/Full	5 each			Irradiation protocol			
Crossmatch – tube IS/Full	5 each			Clerical check			
DAT - cord/IgG –GEL	3			Transfusion reaction	1-2/Discussion		
DAT – adult/poly – GEL	3			Record check			
DAT – C3 tube/ IgG Tube	2			PPI	} 10		
ABID – gel	3			ORV			
ABID – tube	3						
Eluate				FHR/CD backup	NA		
Antigen type –SAL	3			LIS Downtime paperwork	Discussion		
Antigen type –AHG	3			Cerner printers			
Fetal Screen	3			Tag	Discussion		
Galileo NEO				Label			
QC/PM				Report/worksheet	Discussion		
Routine operation				Massive transfusion protocols	Discussion		
Cerner LIS checklist	N/A			Trauma protocols	Discussion		

Employee Name: _____ Number: _____ Six-month competency due: _____

I have reviewed this employee's training file and consider the records to be complete.

Supervisor: _____ Date: _____ Manager: _____ Date: _____

RED BLOOD CELLS

Box Limit for 16 inch square with 1½ inch insulation - 25 units per box

- Place plastic bag in bottom of box
- Place units in bag; spread units evenly over entire bottom of box
- Fold top of bag closed in case of leakage
- Add wet ice, double bagged to prevent water leakage as ice melts
- Do NOT use freezer packs or ice stored in -20 or -70C freezer. This super-chilled ice in direct contact with the red cells may cause hemolysis.
- Use at least twice as much ice as blood product. Ice may be placed in either 1 or 2 large bags.
- In hot summer months, additional ice may be used.
- Place silver inner box top in place.
- Place copy of shipping documents on top of inner box top. Close cardboard flaps and tape closed.
- Tape destination card to box. Cover with packing tape to protect label, or place in protective clear envelope attached to box.
- Boxes packed according to these instructions have been validated to retain acceptable temperature for a minimum of 24 hours from time packed.



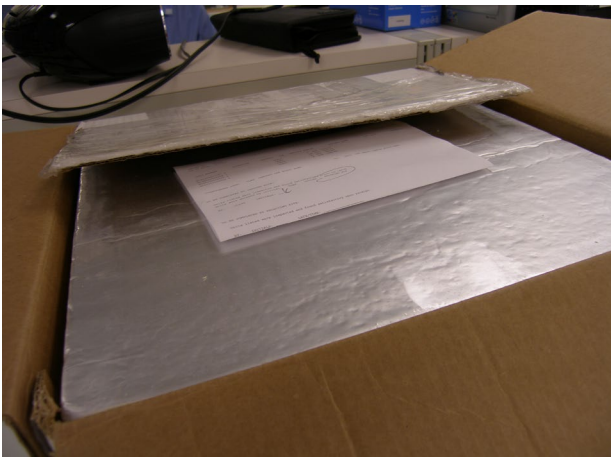
PLATELET PRODUCTS

Box Limit for 16 inch square with 3 inch insulation: 4 units per box

Use ONLY the special platelet box with 3inch insulation.

Coolant is 4 Room temperature gel packs

- Place absorbent material on bottom
- Add 2 gel packs laid side by side
- Place Platelet units on top of gel packs
- Add remaining 2 gel packs on top, covering the platelet unit.
- Place silver inner box top in place. For some platelet boxes, the inner box top may be foam instead of silver.
- Place copy of shipping documents on top of inner box top. Close cardboard flaps and tape closed.
- Tape destination card to box. Cover with packing tape to protect label, or place in protective clear envelope attached to box.
- Boxes packed according to these instructions have been validated to retain acceptable temperature for a minimum of 24 hours from time packed.



FROZEN PRODUCTS

Box Limit for 16 inch square with 1½ inch insulation: 20 units per box

- Place absorbent material on bottom
- Place boxed units in single layer. Place in bubble bags if available
- Use box with DRY ICE sticker
- Add Dry Ice; the amount should be equal or greater than the amount of frozen product (Dry ice is available on request from SBMF)
- May use blocks wrapped in paper or loose pellet dry ice
- Add paper or packing material as needed to keep units from shifting during transport
- Place silver inner box top in place.
- Place copy of shipping documents on top of inner box top. Close cardboard flaps and tape closed.
- Tape destination card to box. Cover with packing tape to protect label, or place in protective clear envelope attached to box.
- Boxes packed according to these instructions have been validated to retain acceptable temperature for a minimum of 24 hours from time packed.

