Section 7. Issue and Return Process

The issue and return process represents the activities needed to issue blood components and derivatives for transfusion and to process any returns.

The flowchart in Fig 7-1 represents a generic issue and return process. Each box on the flowchart represents a procedure (instructions) for how to perform the task described.

Issue and Return Procedures

It is beyond the scope of this manual to include every procedure shown on the flowchart. Procedures that support the issue and return process are listed below; those in bold are included in this section.

- **Selecting a Blood Component for Issue.**
- **Visual Inspection of Blood Components.**
- **Performing a Clerical Check to Issue Blood Components.**
- Recording the Issue of Blood Components.
- Packaging Blood Components for Transport within a Facility.
- Packaging Blood Components for Shipment.
- Transporting Blood Components within a Facility by Facility Personnel.
- Transporting Components via the Pneumatic Tube System.
- **Evaluating Returned Components for Reissue or Return to Inventory.**
- Recording Final Status of Transfused Blood Components.

Readers are encouraged to use the page layouts shown in the procedure examples when modifying their own documents. Items in brackets **[FS]** require facility-specific information. Facilities need to add their respective document control information. All text can be modified to fit the facility's actual practice.

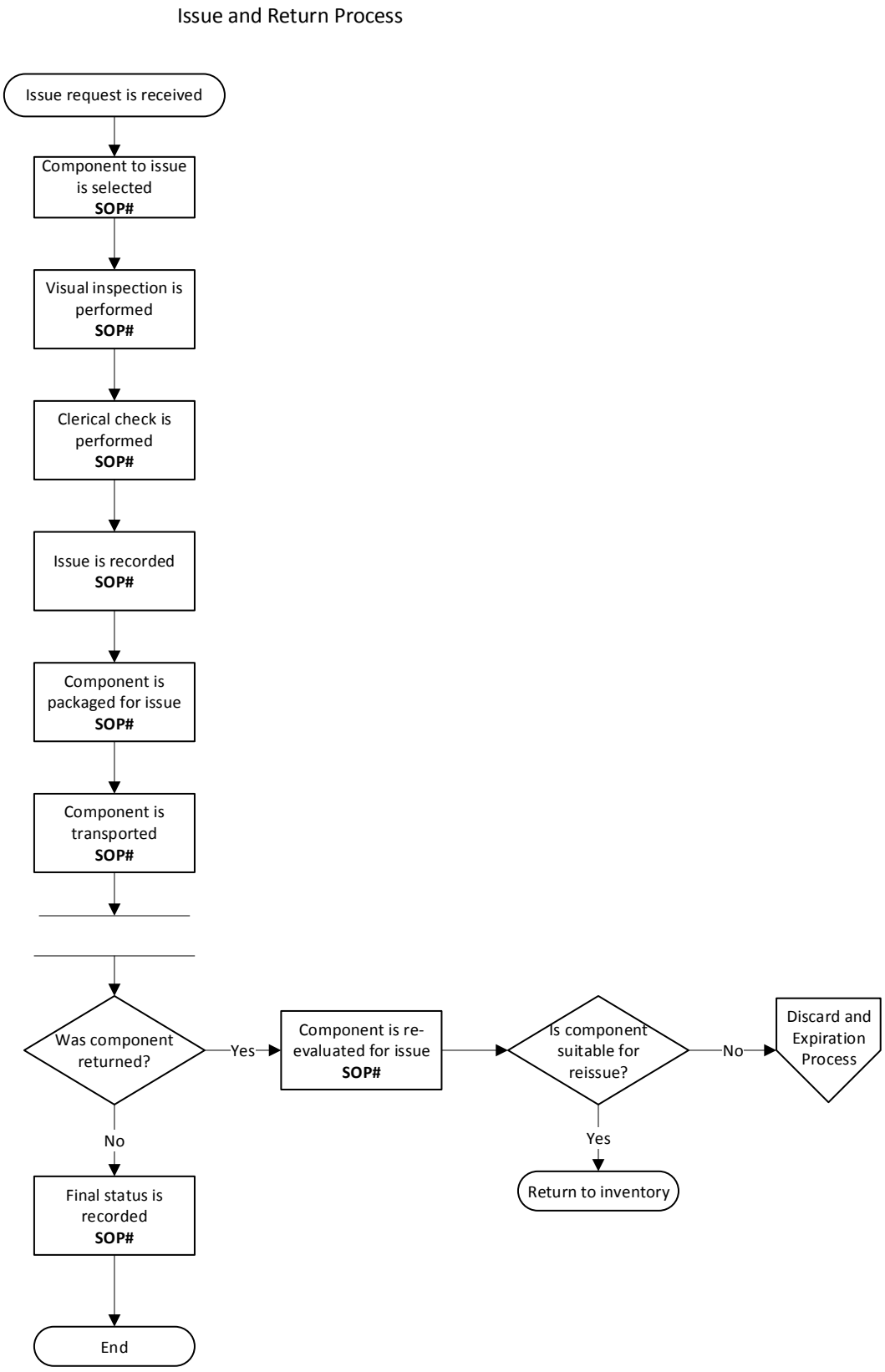

Figure 7-1. An issue and return process.

Selecting a Blood Component for Issue

Purpose: This procedure provides instructions for how to select blood components for issue.

Procedure:

	Action	Related Documents
1	• Use the information supplied by the transporter to retrieve the correct blood component from the appropriate storage area. **[FS]** • Select the unit designated to be given first, if more than one unit has been assigned to the patient. *Note: If no unit is designated to be given first, issue the unit with the earliest expiration date and/or time.*	
2	Compare and verify that the following information received from the transporter and the information on the compatibility label attached to the component match exactly **[FS]**: • recipient first and last names, • identification number, • date of birth, and • the type of blood component to be issued.	
3	*Important Note **[FS]**: If the issue of more than one unit has been requested, confirm that either:* • *transfusion of the issued units will be started within 30 minutes and completed within 4 hours* ***OR*** • *the units will be stored under conditions that are monitored and validated to maintain the appropriate temperature.*	
4	Proceed to the Visual Inspection of Blood Components procedure.	Visual Inspection of Blood Components