Government of Newfoundland and Labrador

Department of Health and Community Services
Provincial Blood Coordinating Program

INTER-HOSPITAL TRANSFER OF BLOOD COMONENTS AND PLASMA PROTEIN AND RELATED PRODUCTS	NLBCP-008

Office of Administrative Responsibility Medical Advisor to the Provincial Blood Coordinating Program Provincial Blood Coordinating Program	**Issuing Authority** Dr. Christopher Sharpe Daphne Osborne
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Effective Date	2025-05-04
Version	6.0
Review Due Date	2028-05-04

Overview

Inter-hospital transfer (IHT) supports inventory management through the transfer of blood components and plasma protein and related products (PPRP) from one transfusion site to another to reduce the amount of wastage due to expiration.

NL Health Services (NLHS) facilities shall develop and implement policies, processes and procedures that comply with NL Provincial Blood Coordinating Program (NLPBCP) policy for safe release, storage, packing and transportation of blood components and PPRP.

Policy

1. All blood components and PPRP shall be shipped in such a manner that will ensure the specified conditions are continuously maintained.
2. There shall be documented evidence that the temperature was maintained within the required range. This may include:

   2.1. The certificate of validation of the shipping container; or

   2.2. Data from a continuous temperature monitoring device.

   Note: Provincial regulations regarding validation may apply.
3. Transportation times exceeding the validated limits of the shipping container shall have a temperature monitoring device (e.g., log tag, data logger) that can ensure the appropriate temperature was maintained.
4. NLHS facilities shall have operating procedures for packing and transportation that specify the necessary training required and the process to do regular reviews and audits.
5. All blood components and PPRP shall be traceable from collection to final disposition and the receiving facility shall be responsible for final disposition documentation.
6. All blood components and PPRP shall be inspected for abnormal appearance immediately before packing for transport, and this inspection shall be documented.
7. Blood components and PPRP that do no pass visual inspection shall be quarantined and possibly discarded and the action documented. They shall not be shipped for transfusion.
8. Shipping containers for blood components and PPRP shall be constructed to resist damage and shall be designed to include a tamper evident seal.
9. The shipping container shall have an outer label that meets provincial/territorial and federal transport regulations and requirements. The label shall identify the shipping facility, the receiving facility and that the contents are human blood component.

10. Each shipment of blood components and PPRP shall be accompanied with a unique packing/shipment slip (e.g., transfer log, site batch report) that includes:
    10.1. The shipping facility.
    10.2. The receiving facility.
    10.3. Identification numbers and type of blood component and/ or PPRP being shipped.
    10.4. Status of any quarantined blood components and/or PPRP being shipped.
    10.5. Number of blood components and/or PPRP.
    10.6. Individual who packed the shipment.
    10.7. Unique number of the packing slip.
    10.8. Date and time of shipping.
11. Red blood cell (RBC) units selected for transfer shall have a minimum of 10 days prior to the expiry date, unless receiving hospital agrees to accept a shorter date.
12. Platelet shipment shall not exceed 24 hours due to discontinuation of platelet agitation during transport.
13. For transport:
    13.1. Blood components and/or PPRP with a specified storage temperature of 1–6°C shall be maintained during transport at a temperature of 1–10°C for no longer than 24 hours. After 24 hours a temperature 1–6°C shall be maintained.
    13.2. Blood components and/or PPRP with a specified storage temperature of 20–24°C shall be transported at 20–24°C.
    13.3. Frozen blood components shall be maintained frozen.

Guidelines

1. PPRP that are transferred from one facility to another should have a minimum of three (3) months expiry remaining. Exceptions may apply if the receiving facility needs the product and has authorized the transfer.
2. If unable to ship at designated time, the shipping site shall notify the receiving site so that the receiving site's inventory is not negatively impacted.

Procedure

Shipping Hospital

1. Print checklist.
2. Retrieve and perform visual inspection of blood component(s) or PPRP to be shipped. See Visual Inspection of Blood Components.

3. Confirm with the receiving facility that they can accept the shipment. See Notification and Follow-up When Sending Samples, Blood Components and Plasma Protein and Related Products.
4. Determine shipment temperature, retrieve appropriate shipment container and supplies.
5. Ensure container was conditioned (if required).
6. Create the transfer log or site batch report and include with shipment.
7. Ensure the log tag is reconfigured.
8. Pack according to correct packing scheme and facility policy.
9. Start log tag and include with shipment (if required).
10. Ensure a tamper proof seal is present and secure.
11. Place address label on container and transfer container to shipping area.
12. Notify receiving hospital of shipping information.

Receiving Hospital

1. Perform visual check of shipping container and ensure tamper proof seal is present and intact.
2. Open the shipping container and remove the transfer log or site batch report.
3. Verify temperature if using a validated box or retrieve and download log tag information.
4. Ensure documentation is complete.
5. Perform visual inspection of blood component(s) or PPRP.
6. Enter blood component(s) or PPRP into hospital inventory according to facility policy.
7. Notify sending facility and discard according to facility policy if shipment is unacceptable. Report incident as per facility policy and provincial/federal regulations

Quality Control

1. A constant temperature-monitoring device. The documented temperature during transport ensures the temperature specifications were maintained.
2. The certificate of validation on the shipping containers.
3. Blood Components and PPRP that were shipped pass visual inspection.
4. Personnel involved in the packing and transportation of blood components and/or PPRP shall be properly trained, the training shall be documented and internally assessed to ensure compliance with procedures.

Key Words

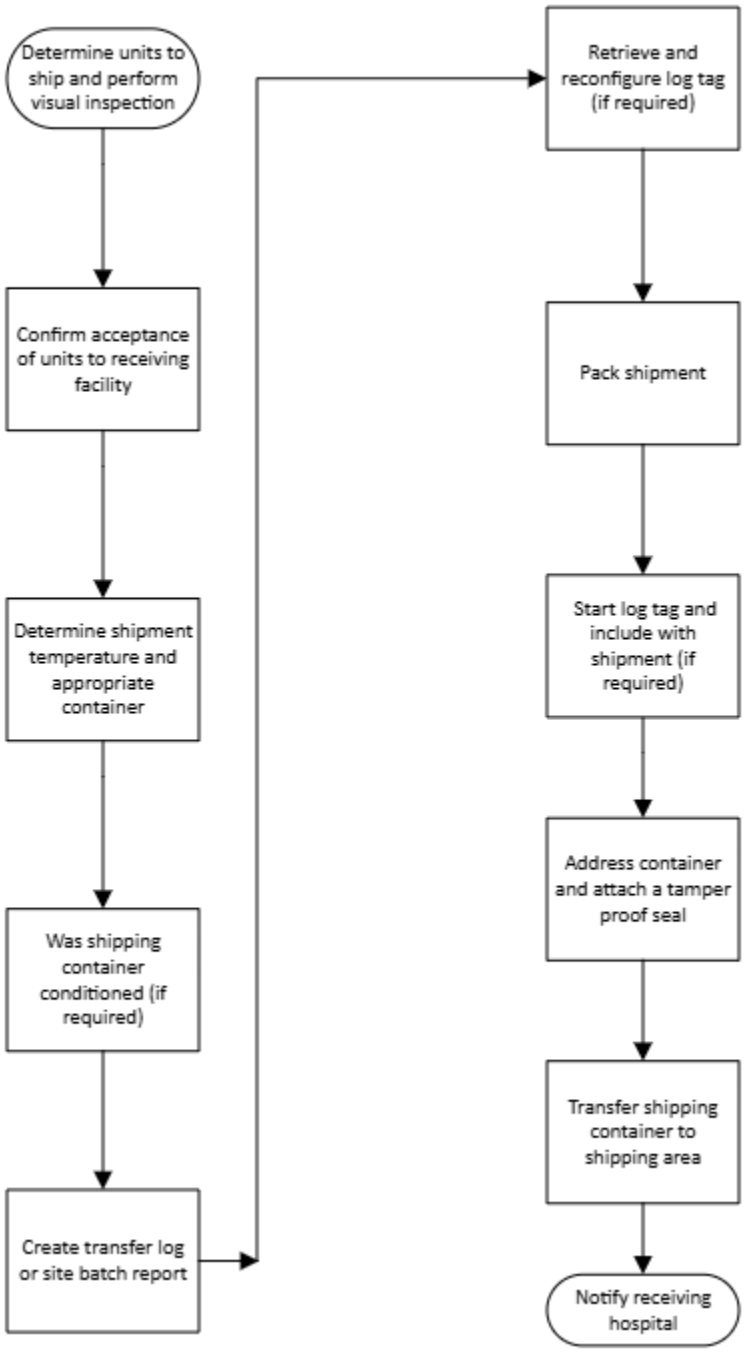
Inter-hospital transfer, IHT, transport, shipping, transfer, blood components, PPRP

Supplemental Materials
IHT Checklist

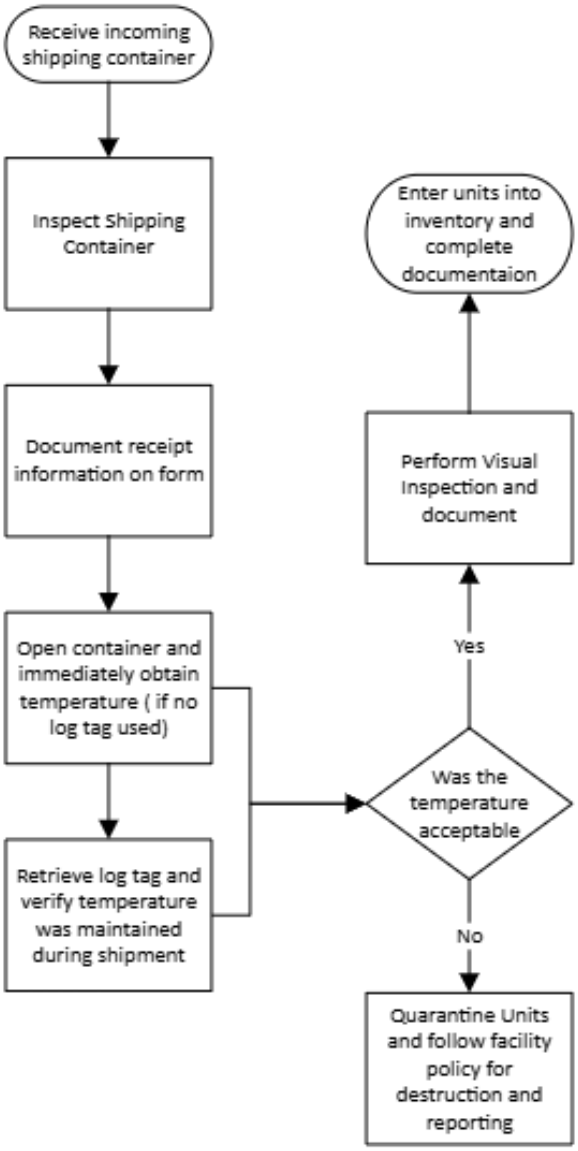
IHT checklist	Yes	N/A	Comments
Determine components/PPRP to ship			
Inspect components/PPRP and document inspection			
Check with the receiving hospital to confirm acceptance of components/PPRP			
Determine shipment temperature, appropriate shipping container and supplies			
Ensure container was conditioned (if required)			
Obtain units create packing/shipment slip			
Verify unit numbers against packing/shipment slip			
Inspect shipping container and verify packing scheme			
Retrieve and reconfigure log tag (if required)			
Pack shipment			
Start log tag			
Place log tag in shipping container			
Fasten tamper proof seal on shipping container			
Check tamper proof seal for defects			
Place address label on shipping container			
Transfer shipping container to shipping area			
Notify receiving hospital of shipping information			

Process Flow/Algorithm

Shipping Site Process Flow



Receiving Site Process Flow



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