

Forms

[HS-300-F-01](#), Product Return/Transfer Report

Samples

Blood products to be shipped

Supplies & Equipment

SOLVITA Shipping Container (Large or Small)

Plastic Containment Bag (13.5 x 30/.004 inches)

Plastic Containment Bag (12 x 12 x 24/.004 inches)

Absorbent Pads

Refrigerant (wet ice, dry ice, and gel packs, as appropriate)

Packing Tape

Instructions

- A. Select the appropriate shipping container and packing material needed based on the product type and number of products to be shipped. Refer to [HS-300-JA-01](#), **Packing Specifications**.
1. Hospitals shall only use shipping containers and packing material provided by Solvita.
 2. Hospitals shall maintain at least 1 small and 1 large shipping container and associated packing materials at all times.
 3. When packing, do not exceed the maximum number of products allowed per shipping container according to [HS-300-JA-01](#).
 4. Request additional packing materials as needed when calling Solvita Hospital Services to request a transfer or return (Example: dry ice for shipment of FFP).
- B. Inspect the shipping container prior to use:
1. Verify that it is intact and dry.
 2. Verify that it contains the proper insulation (foam inserts).
 3. Verify the box contains a plastic containment bag with absorbent pad(s).
- C. Record the appropriate documentation on the **Product Return/Transfer Report** ([HS-300-F-01](#)) according to [HS-300-WI-05](#), **Hospital Instructions - Use of Product Return/Transfer Report**.
- D. Place products to be shipped in a plastic containment bag with absorbent pad(s) and seal by twisting the top, folding the twisted portion over on itself and securing with a rubberband.
- E. Place the sealed plastic containment bag with the appropriate refrigerant or gel packs into the shipping container. Refer to [HS-300-JA-02](#), **Shipping Refrigerant Guide**.

1. To ship products stored at room temperature, use **Gel Packs**:
 - a. Place gel pack(s) above and below plastic containment bag.
 - b. Gel packs are stored at room temperature when not in use.

2. To ship refrigerated products, use **Wet Ice**:
 - a. For RBC shipment, the amount of wet ice placed in a plastic bag must be approximately equal to or greater than the volume of the cells.
 - b. Fold over 1 sheet of newsprint and place it between the bag of ice and the bag of RBC products. The newsprint will absorb condensation and prevent direct contact between the ice and the RBC products.

3. To ship frozen products, use **Dry Ice**:
 - a. Pack frozen plasma flat with ports to the center to prevent breakage.
 - b. For shipment of FFP or cryoprecipitate, place a bag of dry ice on top of the bag of frozen products. Loosely fold the top of the bag to prevent dispersion of the ice. **DO NOT SEAL OR KNOT THE BAG.**
 - c. Solid carbon dioxide (dry ice) is classified as a hazardous material. Contact with it can cause burns and CO₂ is released as it dissipates. Dry ice should be handled in a well-ventilated area. The released gas can cause light-headedness and, in extreme cases, asphyxiation. **Adequate ventilation is also required during transit. If the dry ice is kept in a tightly sealed container or bag, the gas could rupture the packaging.**

- F. Place the top foam insert in the box so that it rests securely on the tops of the side foam inserts.

- G. Place the **Product Return/Transfer Report** on top of the top foam insert.

- H. Close the shipping container flaps opposite each other, and secure with a piece of packing tape long enough to run along the seam and down either side about 2”.

- I. Write on the tape where the box is being shipped to (Examples: To Solvita or To <transfer hospital>). Please do not write directly on the reusable box.

- J. Additional instructions:
 - a. Solvita has carefully evaluated and validated the packing requirements for all blood products shipped in order to insure appropriate temperature maintenance. Blood products not properly packed according to this procedure must be discarded and will be charged to the hospital. Examples include:

- Platelets shipped on ice or RBCs shipped without ice.
 - Top Styrofoam insert is missing.
 - Too many RBCs (>5) were packed into a small box.
 - Shipping box used is not from SOLVITA.
- b. A signed **Product Return/Transfer Report** is required with all transfers and returns.

END

Summary of Changes

- Updated Header
- Changed CBC to Solvita throughout