**Purpose**

To discard blood components from a donor who tested reactive or repeatedly reactive for a qualifying disease marker on a subsequent donation.

**Scope**

Customers

**Materials**

- Partially completed *Inventory Discard/Supplemental Testing Notification* form (initiated in QA.2.8)
- *Issue/Complaint Report*, if needed (initiated in HIM.2.1)

**Procedure Steps**

1. Receive the faxed *Inventory Discard/Supplemental Testing Notification* form. See Figure 1 for an example.
2. Print your name and then sign and date the form. Keep in mind that by signing the form, you are acknowledging receipt of the *Inventory Discard/Supplemental Testing Notification* form, including the component information listed on the form.
3. Determine the disposition of the blood component listed in the Component section of the *Inventory Discard/Supplemental Testing Notification* form, and handle as follows:

<table>
<thead>
<tr>
<th>In inventory?</th>
<th>Do this</th>
</tr>
</thead>
</table>
| Yes           | • Discard/destroy the component.  
• Complete an *Issue/Complaint Report* as detailed in HIM.2.1 for the component.  
• Fax the *Issue/Complaint Report* with a copy of the completed *Inventory Discard/Supplemental Testing Notification* form to the blood center servicing your facility. |
| No            | Proceed to the next step. |

4. Fax the completed *Inventory Discard/Supplemental Testing Notification* form to the fax number printed at the bottom of the form.
5. You will be notified via certified mail generally within 45 days of the repeatedly reactive test results if the donor’s test results were confirmed and recipient notification is required. Contact Quality Assurance using the phone number provided on the *Inventory Discard/Supplemental Testing Notification* form if you have any questions.

**Related Documents**

- HIM.2.1 (Report an Issue/Complaint)
- QA.2.8 (Perform Lab Review)
In this document, which is a part of the Hospital Inventory Management Procedures (HIM) Version 1.2, the procedure is titled "Respond to Lookback Investigations." It focuses on the inventory discard and supplemental testing notification for LifeSouth Community Blood Centers.

### Inventory Discard/Supplemental Testing Notification

Case File Number: W1151203104486

**To:** Childrens Hospital
**Date notification sent:** 03/09/2021

Our records indicate that the blood component(s) below were shipped to your facility. All of the components were NONREACTIVE/NEGATIVE for viral marker testing at the time of distribution. However, on a subsequent donation the donor tested repeatedly reactive for the following test(s):

<table>
<thead>
<tr>
<th>Test Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>HBsAg</td>
</tr>
</tbody>
</table>

**Component**

<table>
<thead>
<tr>
<th>Unit Number / DIN</th>
<th>Product Code</th>
<th>Exp. Date</th>
<th>Date Shipped</th>
<th>Transaction Number</th>
<th>Box #</th>
<th>BOL #</th>
</tr>
</thead>
<tbody>
<tr>
<td>W11512025323B</td>
<td>E0701V00</td>
<td>10/15/2021</td>
<td>11/01/2020</td>
<td>20041-000717</td>
<td>001</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**Confirmation/Supplemental Testing**

- Additional results pending (this form will be resent with supplemental results upon completion)
- No further testing

**Name of Test** | **Test Results** | **Date Tested**
--- | --- | ---
HBsAg Neutralization | Reactive | 03/09/2021

Please acknowledge receipt of this information by signing and returning form to LifeSouth by FAX at 352-334-7782.

**Form Completed By:** Deanne Wells
**Date:** 03/09/2021

**Signature:**

If you have questions, please contact LifeSouth's Quality Assurance department at 1-866-592-8678, Monday through Friday, 9 a.m. to 5 p.m. (ET).

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**Figure 1,** Inventory Discard/Supplemental Testing Notification form
# HIM.2.4  Respond to Lookback Investigations

**Procedure Area:**  Hospital Inventory Management Procedures (HIM)  
**Version:**  1.2

## Version History

<table>
<thead>
<tr>
<th>#</th>
<th>Significant Changes</th>
<th>Approved by</th>
<th>Approved</th>
<th>Implemented</th>
</tr>
</thead>
</table>
| 1.2| • Added Figure 1 as an example of *Inventory Discard/Supplemental Testing Notification* form.  
  • Updated references to *Inventory Discard/Supplemental Testing Notification* form. | Dr. Juan Merayo-Rodriguez, Medical Director  
Dr. Chris Lough, Medical Director  
Lori Masingil, VP of Quality | 05 Mar 2021 | 23 Mar 2021 |
| 1.1| • Changed *QA.2.4* references to *QA.2.8*.  
  • Changed contact for customer questions from Medical Office to Quality Assurance. | Dr. Juan Merayo-Rodriguez, Medical Director  
Dr. Chris Lough, Medical Director  
Matt Audette, QA Manager  
CBCC Medical Director | 13 Dec 2016 | 17 Jan 2017 |
| 1.0| • Replaced *Request for Credit* form with *Issue/Complaint Report*.  
  • Added version information. | Dr. Juan Merayo-Rodriguez, Medical Director  
Dr. Marek Fried, Medical Director  
Richard Jones, QA Manager  
CBCC Medical Director | 03 Jun 2015 | 23 Jun 2015 |

*Note:* Prior versions of this document may exist; version numbers were applied to policies and procedures beginning in ~Jan. 2015.