**Model SOP**

**Standard Operating Procedure**

**Name of the facility / activity : Labelling of Blood Bags and Blood Components**

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| **SOP no.** | **Effective Date** | **Pages** | **Prepared by** | **Authorised by** |
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| **LOCATION** : Storage Area | | | | |
| **SUBJECT** : Labelling of Blood Bags and Blood Components | | | | |
| **FUNCTION** : Ensure safe Transfusion | | | | |
| **DISTRIBUTION**: Supervisor in charge of storage and distribution  Master File | | | | |

1. **SCOPE & APPLICATION:**

The blood after it is collected remains in quarantine and is released for transfusion only after all tests (grouping and for T T I) are completed. Before these blood bags are taken on inventory for use they are labelled depending on their blood groups. The label is required for identification and retrieval of blood units for use, disposal and follow up in case of adverse reactions.

1. **RESPONSIBILITY:**

It is the responsibility of the technician from the Red Cell Serology Laboratory to label the blood and blood components units.

1. **MATERIAL REQUIRED:**

* Preprinted adhesive labels for all components printed as per regulatory requirement are made available.
* The labels are printed and colour coded for all components as per blood groups. Group A have yellow labels, Group B pink labels, Group O blue labels and Group AB have white labels. Negative labels also have the same colour labels except the printing is in red colour.

1. **PROCEDURE:**

* After collection and processing whole blood and component units remain in quarantine storage areas (Unscreened blood bank refrigerator, deep freezer and platelet incubator and agitator).
* Once all the reports of blood group and TTI testing are ready, place the bags on a table in chronological order.
* Segregate those which are found reactive for any TTI or found unsuitable for use and keep them in the area for disposal. Leave those found suitable for use on the bench for labelling.
* Write clearly the unit number, date of collection and expiry and the volume on each label as per the grouping register records.
* Date of collection and date of expiry is very important. The expiry date depends on the type of bag and component. In case of a triple and quadruple bag with additive solution, the expiry date is 42 days, and for double and single bags, it is 35 days. In case of a triple or quadruple bag if for some reason, the components could not be separated, then label the expiry date as 21 or 35 days depending on the anticoagulant present in the primary bag. The day of blood collection is considered the day zero for calculating the expiry dates.
* After the bags are labelled as a second technician to double check the number and group on the bags tallying them with the records.
* Enter all labelled bags group wise in the stock book which is also maintained group wise. In the stock book keep a footnote for any autologous blood that is reserved for the patient’s own use.
* Label FFP and Cryo deficient plasma, and platelet concentrates in the same manner. Cryoprecipitate labels do not indicate blood groups.
* All plasma components have an expiry date of one year. The expiry date of platelet concentrate is 5 days with PVC bags and 7 days if special SDP (aphereis) bags are in use.

1. **DOCUMENTATION:**

Enter all labelled bag numbers in the inventory of units for use.

1. **REFERENCES**
2. Technical Manual of American Association of Blood Banks – 15th Edition, 2005.
3. **END OF DOCUMENT.**