**Model SOP**

**Standard Operating Procedure**

**Name of the facility / activity : Inventory of Blood Bags and Blood**

 **Components**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SOP no.**  | **Effective Date** | **Pages** | **Prepared by**  | **Authorised by**  |
| 5.3 | 27-11-2000 | 2 |  |  |
| **Version** | **Review Period** | **Date of Review** | **Reviewed by** | **Number of copies** |
| VI | 2 years | 01-01-2015 |  | 10 |
| **LOCATION** : Storage Area |
| **SUBJECT** : Inventory of Blood Bags and Blood Components |
| **FUNCTION** : Availability of Blood for Transfusion |
| **DISTRIBUTION** : Supervisor in charge of Storage & Distribution Master File |

1. **SCOPE & APPLICATION:**

In order to avoid outdating and make optimum use of available blood, it is important to maintain a day to day inventory of tested blood which helps selection of blood to be cross matched for patients requiring transfusion.

**2. RESPONSIBILITY:**

The technician from the red cell laboratory checks the records and transfers all the units which are serologically negative and labelled to inventory.

1. **MATERIALS REQUIRED:**

Inventory/ Stock Register

1. **PROCEDURE:**
* Inventory is maintained on a day to day basis. After labelling the units, enter the numbers of packed red blood cells numbers group wise on the right hand page of the inventory register kept in the main red cell laboratory. Mention the additive solution units and date of expiry accordingly. The inventory bears columns for A group, B group, AB group, O group as well as negative groups of these four groups.
* For good inventory management, the oldest units are to be issued first and near expiry negative units could be very well issued to Rh Positive patients.
* Enter the units group wise and according to the date of collection in the inventory register (daily stock). The technologist on night duty is responsible for physical checking of the printed number tag with the hand written number on the label and enters in the inventory.
* After labelling the FFP, enter the donor units numbers group wise in the stock register of FFP similar to blood units.
* Enter FVIII Deficient Plasma units labelled group wise in the stock register similar to plasma register.
* Enter the labelled cryoprecipitate unit numbers in the register.
* Clearly mark the inventory of bags that have less volume of blood collected or are reserved for specific patients with specific instructions.
1. **DOCUMENTATION:**

All unit numbers are entered group wise and expiry date wise in the inventory / Stock register

1. **REFERENCES:**
2. Technical Manual of American Association of blood banks – 15th Edition, 2005.

**7. END OF DOCUMENT.**