

# Standard Operating Procedure (SOP)

## Blood Product Traceability and Proper Disposal of Used Materials

### Purpose

This SOP details the procedures for **blood product traceability and proper disposal of used materials**, ensuring accurate tracking of blood products from collection to transfusion, maintaining patient safety, and preventing cross-contamination. It includes guidelines on labeling, documentation, storage, transportation, and secure disposal of used blood bags, needles, and related consumables in compliance with regulatory standards and infection control protocols.

### Scope

This SOP applies to all staff involved in the handling, administration, documentation, and disposal of blood and blood products at [Facility/Department Name].

### Responsibilities

- Healthcare professionals: To follow SOP during blood product handling, documentation, and disposal.
- Supervisors/Managers: To ensure compliance and provide necessary training.
- Environmental services: To collect and dispose of biohazardous waste as per protocols.

### Definitions

- **Traceability:** Ability to track each blood product from donor to recipient and final disposal.
- **Biohazardous waste:** Waste contaminated with potentially infectious materials.

### Procedure

1. **Blood Product Receiving and Storage**
  - Verify each received blood product against documentation (donor info, blood group, expiry date, unique ID number/barcode).
  - Label each unit with a unique identifier if not already present.
  - Store appropriately according to temperature requirements.
2. **Documentation**
  - Record receipt, storage, transfer, issue, and administration in the blood tracking log (manual or electronic).
  - Document recipient's name, ID, transfusion date/time, product type, unit number, and staff involved.
3. **Transportation**
  - Transport blood products in designated temperature-controlled containers.
  - Maintain chain-of-custody by logging dispatch and receipt times, signatures, and destination details.
4. **Administration**
  - Cross-check patient identity, blood product, and documentation before transfusion.
  - Record start/end times, staff involved, and any transfusion reactions.
5. **Post-Transfusion Documentation**
  - Update records with completed transfusion information, including any adverse reactions.
  - Ensure all records are stored securely for the period required by local regulations (e.g., 30 years).
6. **Disposal of Used Materials**
  - Dispose of used blood bags, tubing, and needles in clearly marked biohazard containers.
  - Sharps (needles): Place immediately after use into puncture-proof sharps disposal containers.
  - Fluid-filled bags/tubing: Place in leak-proof, labeled biohazard bags or bins.
  - Never recap, bend, or break needles before disposal.
7. **Decontamination and Waste Handling**
  - Environmental services staff collect biohazard waste daily or as needed using appropriate PPE.
  - Transport biohazardous materials for incineration or autoclaving per regulatory requirements.
  - Document waste collection and disposal in the waste management log.
8. **Incident Reporting**
  - Report any loss of traceability, mislabeling, spillage, accidental exposures, or disposal errors immediately using the incident reporting system.

### Records and Documentation

Record	Location	Retention Period
Blood product tracking log	Blood bank/Transfusion department	Minimum 30 years
Transfusion records (patient files)	Medical records/EMR	As per legal requirement
Waste management log	Waste management office	5 years minimum
Incident reports	Quality/Risk Management	As per policy

References

- Local and national regulations on blood products and waste disposal
- WHO Guidelines on Safe Blood and Blood Components
- Facilities Infection Control Manual

Revision History

Date	Version	Change Description	Approved By
[DD/MM/YYYY]	1.0	Initial issuance	[Name/Position]