

## HIM.2.3 Respond to Market Withdrawals and Recalls

Procedure Area: Hospital Inventory Management Procedures (HIM)

Modified: Jan 2014

### Purpose

To respond to recalls due to post donation information about the donor or the blood component.

### Scope

Customers

### Materials

- ✓ *Blood Component Market Withdrawal/Recall Notification* form (initiated in **HS.5.2**)
- ✓ *Hospital Return* form, if needed (initiated in **HIM.1.2**)

### Procedure Notes

A credit will not be issued for components returned due to a recall without a completed *Blood Component Market Withdrawal/Recall Notification* form.

### Procedure Steps

1. Receive the faxed *Blood Component Market Withdrawal/Recall Notification* form. Note that you will receive a call alerting you that the form was faxed.
2. Determine the disposition of each blood component listed in the Component Details section of the *Blood Component Market Withdrawal/Recall Notification* form.
3. Complete the To Be Completed by Customer section of the *Blood Component Market Withdrawal/Recall Notification* form as follows:
  - a. Enter your name as the **Person Completing Form**.
  - b. Enter your job title as the **Title**.
  - c. Indicate the **Final Disposition** of each component listed on the *Blood Component Market Withdrawal/Recall Notification* form, and handle as follows:

If component is	Do this
In inventory	<ul style="list-style-type: none"><li>• Complete a <i>Hospital Return</i> form and arrange for return per <b>HIM.1.2</b>.</li><li>• On the <i>Blood Component Market Withdrawal/Recall Notification</i> form select the “Returned to Blood Center” disposition, and write the date you returned the component in the <b>Date of Final Disposition</b> field.</li><li>• Enclose a copy of the <i>Blood Component Market Withdrawal/Recall Notification</i> form with the component being returned.</li></ul>
Discarded/destroyed	Select the “Destroyed at your facility” disposition, and write the date you discarded/destroyed the component in the <b>Date of Final Disposition</b> field.
Transfused	Select the “Transfused prior to notification” disposition, and write the date the component was transfused in the <b>Date of Final Disposition</b> field.
Shipped	<ul style="list-style-type: none"><li>• Select the “Shipped to another facility” disposition, and write the date you shipped the component in the <b>Date of Final Disposition</b> field.</li><li>• Indicate the facility that received the component in the <b>Additional Comments</b> field.</li></ul>

4. Sign and date the *Blood Component Market Withdrawal/Recall Notification* form. By signing the form, you are assuring that the component disposition information indicated on the form is accurate.

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5. Fax the completed *Blood Component Market Withdrawal/Recall Notification* form to the number listed on the form as soon as possible.

### Related Documents

[HIM.1.2 \(Return Components for Normal Inventory Rotation\)](#)