**HIM.2.3  Respond to Market Withdrawals and Recalls**

**Procedure Area:** Hospital Inventory Management Procedures (HIM)  
**Modified:** Jan 2014

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### 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:
      - In inventory
        - Complete a Hospital Return form and arrange for return per HIM.1.2.
        - On the Blood Component Market Withdrawal/Recall Notification form select the “Returned to Blood Center” disposition, and write the date you returned the component in the Date of Final Disposition field.
        - Enclose a copy of the Blood Component Market Withdrawal/Recall Notification form with the component being returned.
      - Discarded/destroyed
        - Select the “Destroyed at your facility” disposition, and write the date you discarded/destroyed the component in the Date of Final Disposition field.
      - Transfused
        - Select the “Transfused prior to notification” disposition, and write the date the component was transfused in the Date of Final Disposition field.
      - Shipped
        - Select the “Shipped to another facility” disposition, and write the date you shipped the component in the Date of Final Disposition field.
        - Indicate the facility that received the component in the Additional Comments field.
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.
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)