**Return Components for Normal Inventory Rotation**

**Purpose**

To return components for inventory rotation (e.g., outdate return, short-date exchange, etc.).

**Scope**

Customers

**Materials**

✓ **Hospital Return** form

**Procedure Notes**

- The following will not be accepted for credit (this list is not all inclusive):
  - Autologous components
  - Components not stored at the appropriate temperature
  - Components from facilities that are not accredited as approved
  - Components that have been altered by a hospital (apheresis bags combined, irradiation, aliquot, conversion, etc.)
  - Components that were not returned when requested
  - Directed Donations
- Outdated components must be returned before credit is issued. Do not dispose of outdated components at your facility.
- Refer to your blood services agreement for specific details related to returns and credits.

**Procedure Steps**

1. Complete a **Hospital Return** form as follows:
   a. Record the following in the Facility Information section of the form:
      - Name of your facility
      - Facility’s phone number
      - Your name
      - Date completed
   b. Record the following in the Component Information section of the form:
      - DIN of each component being returned; include the check digit
      - Product class of each component; note that you should use the standard product class names from the form.
      - Expiration date of each component
      - Blood type of each component
      - Return reason for each component; note that you should use the standard return reasons from the form.
   c. Sign the form in the **Consignee Signature** field to verify that the components were maintained at the appropriate storage temperature.

**Note**

⚠️ *The return will not be accepted if the **Consignee Signature** field is not signed.*
2. Fax the completed Hospital Return form to the region that serves your facility and contact them to receive the order number to record on the Hospital Return form and to arrange for the return of the components.

3. Make a copy of the Hospital Return form to retain for your records and enclose the original with the components.
## HIM.1.2 Return Components for Normal Inventory Rotation

**Procedure Area:** Hospital Inventory Management Procedures (HIM)  
**Version:** 1.0

### Version History

<table>
<thead>
<tr>
<th>#</th>
<th>Significant Changes</th>
<th>Approved by</th>
<th>Approved</th>
<th>Implemented</th>
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| 1.0 | • Added Directed Donations to the list of components that will not be accepted for credit.  
• Added version information.  

*Note:* Prior versions of this document may exist; version numbers were applied to policies and procedures beginning in ~Jan. 2015. | Dr. Juan Merayo, Medical Director  
Dr. Chris Lough, VP of Medical Services  
Lori Masingil, VP of Quality | 29 May 2019 | 18 Jun 2019 |