

Packing BacT Bottles in Green Boxes






Purpose

Provide directions on packing Bacterial Detection (BacT) bottles, Residual White Blood Cell (rWBC) samples, PRP (Platelet) sample tubes, and their associated forms for transport to San Diego Blood Bank (SDBB).

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Equipment, Supplies: Refer to Table 1 below

Packing Material	Description	Quantity	9x9x9 Green Box	12x12x12 Green Box
			Dimensions	Dimension
	Green Box Outer Corrugated Plastic Outer Shell	1	9" x 9" x 9"	12" x 12" x 12"
	Insulation Panel	6	9" x 8" x 1/2"	11 3/4" x 10" x 1"
	Phase Change Material (PCM) Panel	4	7 3/4" x 7 3/4" x 1"	9 3/4" x 9 3/4" x 1"
	Internal Cardboard Box	1	7 3/4" x 7 3/4" x 3 3/4"	9 3/4" x 9 3/4" x 5 1/2"
	Cushion Pack (Absorbent Material)	1 sheet	Variable	Variable

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	Bubble Wrap (Packing Material)	1 sheet	Variable	N/A
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Table 1

Procedure

A. Initiating the BacT/ALERT Sample Worksheet.

- Hospital staff will generate a copy of the **BacT/ALERT Sample Worksheet, FRM 2000215**.
- Hospital staff will complete the sections below (Figure A1). Some fields are completed with the information found on the BacT bottle(s) (Figures A2 and A3). Up to twelve BacT bottles may be entered on a single form.



San Diego Blood Bank
3636 Gateway Center Avenue, Suite 100
San Diego, CA 92102
Phone: 619-400-8250, Fax: 619-725-3017

Hospital: **Saddleback Laguna Hills** a

(BPA) Aerobic Bottle Lot#	1051452	Expiration Date:	6/28/2019	Packed:	12/28/2018, 1200, JMT
(BPN) Anaerobic Bottle Lot#	1051452	Expiration Date:	6/28/2019	Packed:	12/28/2018, 1200, JMT

Component Information		Sample Information			(SDBB Staff only)	
Donation # (DIN)	Collection Date / Time	Sample Date / Time	(BPA) Aerobic Bottle ID #	(BPN) Anaerobic Bottle ID #	Initials	Loaded by / Date / Time
W241318123456-A	12/26/2018 1015	12/28/2018 1016	PAR00JXX	PAR00JXX	JMT	
e			f			

Figure A1



Figure A2 - one side of BacT bottle



Figure A3 - opposite side of BacT bottle

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Figure A4 – BPN, Anaerobic Bottle



Figure A5 – BPA, Aerobic Bottle

- a. Hospital: Enter the hospital name.
- b. BPA and BPN Bottle Lot #'s: (See Figures A2-A5) The Lot numbers entered here should be the same for all bottles listed on the form. Bottles with a different Lot #'s need to be listed on a separate form.
- c. Expiration Date. This is the bottle expiration date.
- d. Packed - the Date, Time, and Initials of the person packing the bottles in the Green Box.
- e. Component Information. Complete these fields for each bottle sent to SDBB for testing.
 - 1) Donation ID# (DIN): Enter the DIN from the BacT bottle. DIN barcode stickers may also be used if available.
 - 2) Follow the instruction listed below for DINs related to double and triple collections.
 - a) Daughter bag #1: Add letter "A" after DIN.
 - b) Daughter bag #2: Add letter "B" after DIN.
 - c) Daughter bag #3: Add letter "C" after DIN.
 - 3) Collection Date / Time.
- f. Sample Information: Complete the fields listed below for each bottle sent to SDBB for testing.
 - 1) Sample Date / Time: This is also referred to as Inoculation Date / Time.
 - 2) Bottle ID #'s: This can be written in or Bottle ID # barcode stickers may also be used if available.
 - 3) Initials.

B. Green Boxes - General Information.

1. Capacity (refer to Table 2):

Green Box Size	BacT Bottle / rWBC Tube Capacity
9x9x9 Green Box	1-14 bottles, refer to Section C.
12x12x12 Green Box	1-49 bottles, refer to Section D.

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Table 2

2. Maximum Shipping Time (refer to Table 3):



Important. The shipping time below strictly refers to the amount of time the bottles may be transported in a Green Box. Bottles must be received by SDBB for testing within 24 hours of inoculation.

Green Box Size	Maximum Shipping Time
9x9x9 Green Box	24 hours
12x12x12 Green Box	24 hours

Table 3

3. Packing Residual White Blood Cell (rWBC) tubes.

- a. Any number of rWBC tubes may be packed with BacT bottles inside the Green Box, as long as the internal cardboard box lid is closed flush with the top sides of the box (i.e., not bowed or bent) and the maximum capacities listed above are not exceeded. It is suggested that rWBC tubes are grouped together inside a plastic bag.
- b. The **rWBC Sample Worksheet, FRM 2700185** should be included with any shipment of rWBC sample tubes. Refer to [Appendix 2](#) for directions on filling out and handling **FRM 2700185**.

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C. Packing BacT bottles / rWBC tubes for a 9x9x9 Green Box.

! **Important.** Do not mix the packing materials for 12x12x12 Green Boxes with those used in a 9x9x9 Green Box. Use the 9x9x9 Green Box when shipping 1-14 BacT bottles whenever possible.

1. Pack the Internal Cardboard Box.

- a. Open the 7 $\frac{3}{4}$ " x 7 $\frac{3}{4}$ " x 3 $\frac{3}{4}$ " Internal Cardboard Box used with a 9x9x9 Green Box.
- b. Place a sheet of Cushion Pack in the bottom of the box.
- c. Packing 1-7 BacT bottles (Figure C1):



Figure C1

- 1) Place the BacT bottles on their sides on top of the Cushion Pack.

! **Reminder:** rWBC tubes may be packed inside the Internal Cardboard Box with BacT bottles, as long as the lid is closed flush with the top sides of the box (i.e., not bowed or bent).

- 2) Close the lid of the Internal Cardboard Box.
- 3) Continue to [Section E](#).

Packing BacT Bottles in Green Boxes

d. Packing 8-14 bottles (Figure C2):



Figure C2

- 1) Place the first 7 BacT bottles on their side on top of the Cushion Pack
- 2) Place a sheet of Bubble Wrap on top of the first 7 BacT bottles.
- 3) Place the additional BacT bottles on top of the Bubble Wrap.
- 4) Close the lid of the Internal Cardboard Box.



Reminder: rWBC tubes may be packed inside the Internal Cardboard Box with BacT bottles, as long as the lid is closed flush with the top sides of the box (i.e., not bowed or bent).

- 5) Continue to [Section E](#).

Packing BacT Bottles in Green Boxes

D. Packing BacT bottles / rWBC tubes for a 12x12x12 Green Box.

! **Important.** Do not mix the packing materials for 9x9x9 Green Boxes with those used in a 12x12x12 Green Box. Also, avoid using the larger Green Box when shipping only 1-14 BacT bottles.

1. Pack the 9 $\frac{3}{4}$ " x 9 $\frac{3}{4}$ " x 5 $\frac{1}{2}$ " Internal Cardboard Box (Figure D1), used with a 12x12x12 Green Box.



Figure D1: 49 BacT bottles in a large Green Box

- Open the 9 $\frac{3}{4}$ " x 9 $\frac{3}{4}$ " x 5 $\frac{1}{2}$ " Internal Cardboard Box.
- Place a sheet of Cushion Pack in the bottom of the box.
- Place 1-49 BacT bottles on top of the Cushion Pack. The BacT bottles may be laying down or standing upright.

! **Reminder:** rWBC tubes may be packed inside the Internal Cardboard Box with BacT bottles, as long as the lid is closed flush with the top sides of the box (i.e., not bowed or bent).

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d. Close the lid of the Internal Cardboard Box.

E. Adding the Packed Internal Cardboard Box and PCM Panels to the Green Box.



Important. Green Box materials need to be stored in a “Room Temperature” location to ensure the BacT bottles are transported within 20°C-25°C.

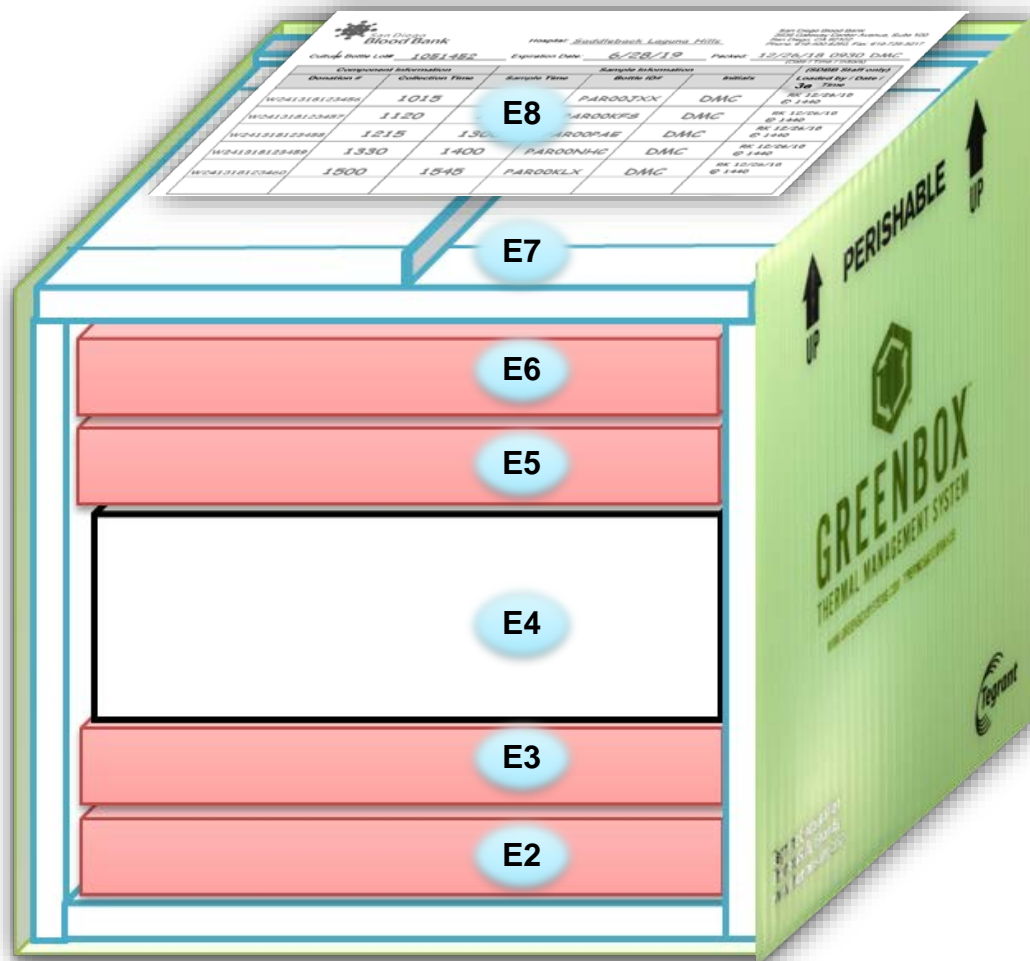


Figure E1

Note: Steps E.1 through E.6 below match the numbered items in Figure E1.

1. Verify 6 Insulation Panels are present. There is 1 top, 1 bottom, and 4 side panels. Insulation Panels should be firm (not soft, squishy).
2. Place 1 solid (i.e., at least 75% solid) PCM panel on top of the bottom insulation panel.
3. Place 1 solid PCM panel on top of the PCM panel.
4. Place the packed Internal Cardboard Box on top of the 2 solid PCM Panels.
5. Place 1 solid PCM panel on top of the Internal Cardboard Box.

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6. Place 1 solid PCM panel on top of the PCM panel.
7. Place the top insulation panel. The seam side should be facing up.
8. Place the [hospital initiated FRM 2000215 from Section A](#) on top of the insulation panel. Any copies of the [hospital initiated FRM 2700185](#) should be placed here as well.

F. Preparing the Green Box for shipment to SDBB.

1. Close the flaps of the Green Box (Figure F1).



Figure F1

2. Place a label (pre-printed label, tape, etc.) on top of the Green Box. The label should indicate from where the shipment originated (Figure 2).




Figure F2

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3. The Green Box is ready for shipment to SDBB.

G. Completing the **BacT/ALERT Sample Worksheet** (SDBB staff only).

1. When the BacT bottles arrive at SDBB and are unpacked from the Green Box, SDBB employees will review the form for accuracy and complete the following sections (Figure G1).



**San Diego
Blood Bank**

San Diego Blood Bank
3636 Gateway Center Avenue, Suite 100
San Diego, CA 92102
Phone: 619-400-8250, Fax: 619-725-3017

Hospital: **Saddleback Laguna Hills**

(BPA) Aerobic Bottle Lot# 1051452 Expiration Date: 6/28/2019 Packed: 12/28/2018, 1200, JMT

(BPN) Anaerobic Bottle Lot# 1051452 Expiration Date: 6/28/2019 Packed: 12/28/2018, 1200, JMT

Component Information		Sample Information				(SDBB Staff only)
Donation # (DIN)	Collection Date / Time	Sample Date / Time	(BPA) Aerobic Bottle ID #	(BPN) Anaerobic Bottle ID #	Initials	Loaded by / Date / Time
W241318123456-A	12/26/2018 1015	12/28/2018 1016	PAR00JXX	PAR00JXX	JMT	DB, 12/28/2018, @ 2030

This Section - SDBB Use Only

Shipment Received (Date/Time): a 12/28/2018 @ 2015

Number of Bottles in Shipment: b 2

Shipment Acceptable (mark one): c YES NO

Shipment Received by: d David Branson

Figure G1

- a. Shipment Received (Date/Time).
- b. Number of Bottles in Shipment.
- c. Shipment Acceptable (mark one): Mark either "Yes" or "No."

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- 1) Marking "Yes" indicates all BacT bottles listed on the form are accounted for, the maximum shipping time has not been exceeded, and the bottles have been received within 24 hours of "Sample Date / Time."
 - 2) Marking "No" indicates there is at least 1 discrepancy on the form. Notify Management and ask for additional directions.
- d. Shipment Received by: The person who unpacks the Green Box will enter their initials/name/employee ID here.
- e. SDBB Staff only: Loaded by / Date / Time - The SDBB employee who loads the BacT bottles into the BacT/ALERT Analyzer will enter their initials (or employee ID), along with the date and time the BacT bottle is loaded. Refer to **Hospital Services - Instructions for Loading BacT Bottles, SOP 2000216** for more information.

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Appendix 1: Example of Completed BacT/ALERT Sample Worksheet

- Hospital Sections completed in black.
- SDBB Sections completed in red.



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 3636 Gateway Center Avenue, Suite 100
 San Diego, CA 92102
 Phone: 619-400-8250, Fax: 619-725-3017

Hospital: **Saddleback Laguna Hills**

(BPA) Aerobic Bottle Lot# **1051452** Expiration Date: **6/28/2019** Packed: **12/28/2018, 1200, JMT**

(BPN) Anaerobic Bottle Lot# **1051452** Expiration Date: **6/28/2019** Packed: **12/28/2018, 1200, JMT**

Component Information		Sample Information				(SDBB Staff only)
Donation # (DIN)	Collection Date / Time	Sample Date / Time	(BPA) Aerobic Bottle ID #	(BPN) Anaerobic Bottle ID #	Initials	Loaded by / Date / Time
W241318123456-A	12/26/2018 1015	12/28/2018 1016	PAR00JXX	PAR00JXX	JMT	DB, 12/28/2018, @ 2030

This Section - SDBB Use Only

Shipment Received (Date/Time): **12/28/2018 @ 2015** Shipment Acceptable (mark one): YES NO

Number of Bottles in Shipment: **2** Shipment Received by: **David Branson**

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Appendix 2: Handling rWBC Sample Tubes and Initiating the rWBC Sample Worksheet

Purpose

To provide directions to Hospital staff on initiating the **rWBC Sample Worksheet, FRM 2700185** and directions to SDBB staff on handling rWBC tubes and paperwork when they arrive at SDBB.

Directions

A. Customers: Initiating the rWBC Sample Worksheet.

1. Hospital staff will generate a copy of **FRM 2700185**.
2. Hospital staff will complete the sections below (Figure 1). Up to six rWBC samples may be entered on a single form.

2700185.v1.FRM
San Diego Blood Bank
3636 Gateway Center Avenue, Suite 100
San Diego, CA 92102
Phone: 619-400-8250, Fax: 619-725-3017

Shipping Facility **2a** Saddleback Laguna Hills Packed: **2h** 12/26/18 1600 DMC
(Date / Time / Initials)

Component Information					(SDBB Staff only)
Donation # (DIN) 2b	Component Code 2c	Unit volume (mL) 2d	Leukocyte reduction Date & Time 2e	Initials/ Date 2f	rWBC Performed Date/Time/Initials
W241318123456	E3077V00	250	12/26/18 1015	DMC 12/26/18	

Figure 1

- a. Shipping Facility: Enter the customer name.
- b. Donation # (DIN): Enter the DIN. A barcode sticker may be used if available.
- c. Component Code: Enter the ECode. A barcode sticker may be used if available.
- d. Unit Volume (mL): Enter the Unit Volume in milliliters (mL) here.
- e. Leukocyte Reduction Date & Time: Enter the date and time leukoreduction was performed on the unit.
- f. Initials / Date: The person who entered the component information will enter their initials and the date.
- g. Repeat steps A.2.a-f for each rWBC sample being sent. Up to six samples may be entered on a single form.
- h. Packed: Enter the Date / Time and Initials of the person packing the samples.
- i. Refer to Section B, C and D for information on packing rWBC samples.
- j. Refer to [Section E](#) of the SOP for direction on where to place the completed rWBC worksheet inside the Green Box.

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B. SDBB Use Only - When rWBC sample tubes arrive at SDBB.

1. During QCL operating hours, deliver the Green Box to the QCL. No further action is required.
2. After QCL operating hours, follow the directions below:
 - a. Remove any RBC tubes (Figure 2 and 3) from the Green Box.
 - b. Remove any copies of **FRM 2700185** (Figure 5) from the Green Box.
 - c. Enter the date and time the shipment was received at the bottom of the form.
 - d. Enter initials and date for "Shipment Received by / Date."
 - e. Leave the "Number of Samples in Shipment" and "Shipment Acceptable" fields blank, as QCL staff will enter this information.
 - f. Place the RBC tubes and copies of **FRM 2700185** on the top shelf in the QCL refrigerator (Rees #8) (Figure 4).



Figure 2




Figure 3

Packing BacT Bottles in Green Boxes

- g. Send an email to QCL staff and the HSR Log regarding the RBC tubes and indicate where they have been placed.
- h. QCL staff will handle these tubes and copies of **FRM 2700185**.



Figure 4



San Diego Blood Bank

rWBC Sample Worksheet

2700185.v1.FRM
 San Diego Blood Bank
 3636 Gateway Center Avenue, Suite 100
 San Diego, CA 92102
 Phone: 619-400-8250, Fax: 619-725-3017

Shipping Facility _____ Packed: _____ (Date / Time / Initials)

Component Information				Initials/ Date	(SDBB Staff only) rWBC Performed Date/Time/Initials
Donation # (DIN)	Component Code	Unit volume (mL)	Leukocyte reduction Date & Time		

This Section - SDBB Use Only

Shipment Received (Date/Time): C _____ Shipment Acceptable (mark one): YES E NO NO

Number of Samples in Shipment: E _____ Shipment Received by/Date: D _____

Figure 5

Packing BacT Bottles in Green Boxes

Appendix 3: Handling PRP (Platelet) Sample Tubes

A. When PRP sample tubes arrive at SDBB.

1. During QCL operating hours, deliver the Green Box to the QCL and hand the box off to QCL staff. No further action is required.
2. After QCL operating hours, place the Green Box on the shelf in the QCL underneath the sliding window (Figure 1). Ensure all RBC tubes have been removed and placed in the refrigerator. The only tubes to remain in the green box are the PRP (Platelet) tubes.
 - a. Please follow Directions B.2.c.- e. to make sure all documentation is completed.
3. Send an email to QCL staff and HSR Log regarding the Green Box containing the PRP tubes (Figure 2) and indicate where it has been placed.
4. QCL staff will handle these tubes.



Figure 1



Figure 2