



Clinical Process Instruction Manual

Organ Delivery Process Instruction

Policy:

The Surgical Recovery Coordinator (SRC) or designate is responsible for the delivery of organs to the Operating Room (OR). If the SRC or designate is unavailable to perform this duty, assistance from a medical courier company, police, or ambulance service may be arranged. The use of an emergency service for organ delivery should be reserved for situations where there is an urgent need for timely delivery of an organ due to potential recipient complications or where using a courier service will result in an unacceptable increase in ischemic time due to road or traffic considerations. When using emergency services for organ delivery, the CSC should document the name of the physician requesting emergency response transportation and the justification reason in the clinical notes. When coolers are not accompanied by a member of the recovery team, the SRC or designate secures the organ against the entry of unauthorized persons by using a one-time use fastener. If accompanied by a recovery team member, it is not mandatory to secure a cooler.

Process:

Delivering Organs – Ontario Donor

1. The SRC or designate or transplant program designate will ensure that all relevant recipient and donor information accompanies organ(s) to the recipient OR. Proper documentation with each organ delivered includes:
 - *Organ Specific Transplant Operating Room Data (cooler sheet)*
 - *copy of Organ Donor Surgery Information*
 - copy of donor ABO identified by TGLN # only
 - copy of donor serology
 - fully complete Organ Label
 - exterior organ label
2. The SRC or designate or transplant program designate will deliver organs safely and promptly to minimize cold ischemic time.
3. When using a TGLN or other designated vehicle to deliver an organ, the SRC or designate will ensure all doors are closed fully prior to leaving the recovery site. When using a vehicle's automated closing mechanism for doors, the SRC or designate will pause and listen for the door latching mechanism to engage. The SRC or designate may also manually close the door (especially if no automated closing mechanism exists on the vehicle). The vehicle will alert the driver that a door is not closed by a visual and/or intermittent audible indicator. See Exhibit 1.



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4. The SRC or designate will deliver blood, tissue or biopsy samples as applicable to the appropriate laboratories, with accompanying lab requisitions and labels.
5. The CSC is responsible for making alternative organ transportation arrangements when it is not possible for the recovery team to do so themselves. In the event that an organ must be transported by a medical courier company, police, or ambulance, the CSC who made the arrangements for the delivery of the organ documents the following information in the clinical notes:
 - organ type
 - name of service provider
 - the estimated time of arrival at the transplant hospital, if available
 - the name of person notified of the transportation arrangements at the transplant program/organ procurement organization (OPO).
6. If an organ is delivered to TGLN for subsequent delivery to a transplant centre (i.e. University Health Network - TGH), the CSC and SRC will ensure the accuracy of organ identity, labeling/documentation and appropriate packaging and storage of the organ.
7. If an organ is to be used for research and/or medical education, the SRC will ensure that the "Research/Medical Education Form" is attached to the appropriate cooler. See Exhibit 2.
8. If the organ is to be delivered to the airport to be transported by a commercial flight without accompaniment, the CSC or SRC will complete the *Shipping Document (Exhibit 3)* with flight information to accompany the organ and will ensure the cooler is secured with a one-time use fastener to prevent tampering. A copy of this form is filed in the donor chart.
9. If the organ is being transported by a medical courier, police, or ambulance, the SRC or designate will ensure the cooler is locked with a one time use fastener to prevent tampering.

Delivering Organs – Non-Ontario Donor

10. Organs being recovered by out of province organ procurement organizations (OPOs), for Ontario recipients, will be intercepted by an SRC or designate and re-labelled in accordance with TGLN standards, prior to delivery to the receiving transplant program.
 - Interceptions of kidneys and/or lungs will be done by the SRC at the airplane/airport, unless there is an urgent need for emergency services transport due to potential recipient complications or an unacceptable increase in ischemic time due to road or traffic considerations. The request for using emergency services must come from the transplant surgeon and the CSC will document the name of the surgeon and the justification reason in the clinical notes.



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11. Prior to delivering the organ from a non-Ontario donor, the SRC or designate will confirm and cross reference the OPO Donor ID# against the TGLN# and also prepare:
 - TGLN Organ labels
 - TGLN blood tube labels
 - lab requisitions
 - *Organ Specific Transplant Operating Room Data (cooler sheet)*
 - copy of donor ABO identified with TGLN #
 - copy of donor serology identified with TGLN#.
12. The CSC will arrange for any required STAT and non-STAT serology testing not performed by the donor OPO. If STAT or non-STAT serology testing is required, the CSC will relay the request to the SRC or designate so that the necessary arrangements can be made to deliver the blood samples and lab requisition to the appropriate labs. If HLA samples are required, the CSC will also ensure the SRC or designate will deliver the samples and lab requisition to the appropriate lab. See Exhibit 4 *Organ Interception and Delivery Instructions Chart*.
13. Prior to delivery, the CSC will give advanced notice to the laboratory technician and provide an estimated time of delivery. The CSC will confirm receipt of the samples for testing and will document this in the clinical notes.

Confirmation of Delivery

14. If a medical courier is used and a copy of their waybill, receipt, or confirmation of delivery is available, it must be placed in the donor chart.
15. The transplant program which received the organ(s) is responsible for documenting the following on the reverse side of the Organ Specific Transplant Operating Room Data (cooler sheet) for each organ and sending it to the Provincial Resource Centre (PRC):
 - Date
 - Time
 - Receiving hospital
 - Received by
 - Signature



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Records:

Record Name	Form No. (if applicable)	Record Holder	Record Location	Record Retention Time (as a minimum)
Donor Chart	—	PRC	PRC	16years
Shipping Document	CSF-9-35	Air Canada	Air Canada	As long as they require
Research/Medical Education Form	—	PRC	PRC	16 years
Organ Specific Transplant Operating Room Data (cooler sheet)	—	PRC	PRC	16 years

References:

- *Perfusion & Packaging – all organs, CPI-9-408 to CPI-9-415*



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Exhibit 1: Example Vehicle Dash Display with Door Open Warning





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Exhibit 2: Research/Medical Education Form

TGLN Donor # _____
_____ **FOR RESEARCH /
MEDICAL EDUCATION**

To arrange a pick up, please call
Trillium Gift of Life Network
Tel: (416) 363-4438
Toll-Free: 1-877-363-8459

TGLN Donor # _____
_____ **FOR RESEARCH /
MEDICAL EDUCATION**

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Exhibit 3: Shipping Document

Consignor (Shipper)		Consignee (Destination)	
Name:		Name:	
Address:		Address:	
Phone Number:		Phone Number:	
TGLN Number:			
Flight information:			
Flight #		Date & Time of Departure	
Connection, if required:			
Flight #		Date & Time of Departure	
Air Canada Locator Number:			
This shipment is within the limitations prescribed for Passenger and Cargo Aircraft			
This package contains the following (check all that apply):			
Description		Quantity (in L or Kg)	
Blood	<input type="checkbox"/> Serology Known and negative <input type="checkbox"/> Serology Unknown or positive (if checked affix UN3373 placard to item)		
Human Organ(s) packed on ice	<input type="checkbox"/> Kidney(s) <input type="checkbox"/> Heart <input type="checkbox"/> Lung(s)	<input type="checkbox"/> Liver <input type="checkbox"/> Pancreas <input type="checkbox"/> Small Bowel	
Human Tissue(s) packed on ice	<input type="checkbox"/> Bone <input type="checkbox"/> Skin	<input type="checkbox"/> Heart Valves <input type="checkbox"/> Eyes	
The package in transport contains blood and/or donated human organ(s) and/or tissue(s) for transplantation. The material has been aseptically recovered from a deceased donor for whom legal consent for organ and/or tissue donation has been obtained in accordance with the Gift of Life Act (Ontario).			
<input type="checkbox"/> This package contains a Regulated Dangerous Good (Biological Substance, Category B)			
24 Hour Emergency #: 1-888-603-1399 or 1-877-363-8486		Most Responsible Person: Clinical Services Coordinator (1-888-603-1399) or Tissue Coordinator (1-877-363-8456)	
I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.			
Shipper's name:		Date:	
Shipper's signature:			

 **Ontario Health**
Trillium Gift of Life Network

March 29, 2023



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Exhibit 4: Organ Interception and Delivery Instructions Chart



Organ Interception and Delivery Instructions

Transplant Program	Who Intercepts the Organ?	Contact Method	Delivery Location	Samples Drop Off	
				HLA	Other
Toronto General Hospital (Heart, Lungs, Liver, Kidneys, Pancreas, Small Bowel) 200 Elizabeth St., Toronto, ON M5A 2C4 St. Michael's Hospital (Kidneys) 30 Bond St., Toronto, ON M5B 1W8 Sick Kids Hospital (Heart, Lungs, Liver, Kidneys, Small Bowel) 555 University Ave., Toronto, ON M5G 1X8	TGLN – Toronto SRC	Page On-call Toronto SRC	2nd Floor Operating Room – University Ave. Entrance 5th Floor Operating Room – Victoria St. Entrance 2nd Floor Operating Room	UHN-HLA Lab Toronto SRC to drop off blood/spleen to lab after interception. If stat xmatch needed, CSC to page HLA tech on-call to notify ETA of samples arriving. If non-stat xmatch, notify HLA tech of blood/spleen next day (i.e. no need to page in middle of night)	TML Mt Sinai Toronto SRC to drop off all samples to TML after interception. CSC to page TML tech on-call to notify ETA of samples arriving if testing required (i.e. HTLV ½). If no testing required, (i.e. archival sample only) no need to page in middle of night.
LHSC – University Campus (Heart, Liver, Kidneys, Pancreas) 339 Windermere Rd., London, ON N6A 5A5	LHSC Transplant Donor Specialist (TDS)	Page TDS on-call through LHSC Locating (519)685-8500	Entrance A – Page TDS Coordinator	LHSC Transplant Donor Specialist to facilitate any additional donor testing. Notify ETA of samples & organ arrival.	
Ottawa General Hospital (Kidneys) 501 Smyth Rd., Ottawa, ON K1H 8L6 Ottawa Heart Institute (Heart) 40 Ruskin St., Ottawa, ON K1Y 4W7	TGLN – Eastern SRC	Page On-call Eastern SRC	Page on-call Eastern SRC	Eastern SRC to drop off HLA to Ottawa Tissue Typing & any additional serology samples to Biochemistry Lab. Notify labs of ETA of samples arrival	
St. Joseph's Hamilton (Kidneys) 50 Charlton Ave. E., Hamilton, ON L8N 4A6	Hamilton Perfusionist	St. Joseph's Paging (905) 522-1155 x 33311	Operating Room	Hamilton Perfusionist to re-label and drop off samples to St. Joseph's Hamilton HLA lab	If other serology testing required (i.e. HTLV ½), send blood to TML
Kingston General Hospital (Kidneys) 76 Stuart St., Kingston, ON K7L 2V7	Operating Room	Page Urology on-call	Operating Room	Kingston HLA Lab 76 Stuart St - Douglas One Page HLA tech 613-549-6666 ext 4188	If serology testing required (i.e. HTLV ½), send blood to Ottawa Hospital for testing