

Clinical Process Instruction Manual

Transferring Tissue or Refrigerated Supplies in Response to a Refrigerator Malfunction Process Instruction

Policy:

Trillium Gift of Life Network (TGLN) monitors equipment to ensure that required environmental conditions are maintained. Accordingly, TGLN verifies proper functioning of fridges and freezers used for storing tissues, blood samples and temperature-sensitive supplies. Temperature recordings are documented and retained. If there is any indication that temperature ranges are not maintained, observations are noted and the appropriate person is notified to ensure that immediate corrective action is taken.

Process:

1. This procedure details the process Inventory Assistants (IA) follow when a refrigerator alarm sounds, a report from the alarm system is received or a temperature check reveals a potential refrigerator malfunction.
2. Upon finding any indication of a failure to maintain acceptable temperature ranges, a potential malfunction or alarm, the IA or designate will determine the following:
 - 2.1. The contents of the refrigerator (i.e., tissue, solution, testing specimens) are inspected;
 - 2.2. If the temperature of the refrigerator is not within the normal functioning range of 2.0°C to 8.0°C, the refrigerator shall be observed temporarily to determine whether this is as a result of normal operations and ultimately returns to normal functioning range. As an example, fridge door may have been open for a significant amount of time during routine cleaning or the addition of a high volume of unrefrigerated supplies;
 - 2.3. If the failure to maintain the normal temperature range continues and the fridge is suspected of malfunctioning, the contents of the unit (tissue, solution, specimens, etc.) require relocation to a functioning unit.
3. If the unit contents require relocation to a functioning storage unit, the move shall be recorded in the Electronic Monitoring Note Log (see Exhibit 1) or in case of a power outage the comments box of the *Refrigerator/Freezer Temperature Log* and the donor chart if unit contents include tissue.
4. The incident shall be reported to the Manager of Recovery – Tissue Program or designate for review and shall be documented in the TRC Report.

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5. The manager or designate shall determine whether the finding requires the unit to be serviced. If so, the IA shall contact the approved service provider to service the unit.
6. After the unit has been serviced and has resumed normal functioning, products and/or tissue may be reloaded only once requalification of the unit has taken place as per *General Equipment Process Instruction, CPI-9-538*.

Records:

Record Name	Form No. (if applicable)	Record Holder	Record Location	Record Retention Time (as a minimum)
Refrigerator/Freezer Temperature Log	CSF-9-123	Tissue Department	Tissue Department	16 years
Donor Chart	-----	PRC	PRC	16 years
Electronic Monitoring System Log	-----	Tissue Department	Tissue Department	16 years

References:

- Standards for Tissue Banking, American Association of Tissue Banks, United States, 14th edition, 2017. J1.200
- *General Equipment Process Instruction, CPI-9-538*

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Exhibit 1: Electronic Monitoring Note Log

Multi-Tissue Room - 332359

24.78% @ 21.9° C

12/6/2018 1:53 PM

Type: Humidity
 Last Check-in: 12/6/2018 1:53 PM
 Expected Next Check-in: 12/6/2018 2:03 PM

Sensor ID: 332359
 Belongs to Network: 483_Bay_Street
 GatewayID: 908841

History
Chart
Notifications
Export
Edit
Certificate
Scale

Note Log for Data Message

Cancel/Exit

Save Note

Ocular Clean Room - 378654

42.21% @ 18.8° C

11/6/2018 1:18 PM