# Standard Work: Packing a blood transport box

**Document Owner(s):** Transfusion Safety  
**Department:** Transfusion Medicine  
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**Performed By:** Procedure Room and ECLS staff  
**Other Roles Involved:** Transfusion Medicine Laboratory

**Process Summary:** Key steps for packing a blood transport box.  
**Objective:** To ensure clinical and allied health staff follow the correct procedure for packing a blood box.

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| 1 | **Ensure** that:  
  - there are **two ice packs** in the box  
  - the **ice packs** are **touching** the side of the **Styrofoam box**  
  - there are **two cardboard inserts** per icepack,  
  - the cardboard inserts are **facing the middle** of the box | ![Image of a packed blood transport box](image1)  
   - To maintain correct temperature.  
   - To prevent the ice packs from coming in direct contact with the RBC or Plasma. | Blood box  
   Styrofoam box  
   Two ice packs  
   Two cardboard inserts  
   Gel pack |
| 2 | **Remove** RBC units from the SF one unit at a time. | ![Image of removing RBC units](image2)  
   | |
| 3 | **Place** the RBC units into the middle of the Styrofoam box.  
**Ensure** that the RBC units **DO NOT** touch the ice pack.  
**DO NOT** put platelets in a blood transport box. | ![Image of placing RBC units](image3)  
   - RBC units hemolyze when they come in contact with ice packs.  
   - Hemolyzed RBC units must be discarded, by TML. | Blood box  
   Styrofoam box  
   Two ice packs  
   Two cardboard inserts  
   Gel pack |
| 4 | **Place** the gel pack **on top** of the RBC units. | ![Image of placing gel pack](image4)  
   - To insulate the red cells  
   - To maintain the required temperature. | Blood box  
   Styrofoam box  
   Two ice packs  
   Two cardboard inserts  
   Gel pack |
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| **5** | **Place** the Styrofoam lid on the Styrofoam box.  
- ensure that nothing is sticking out |   |
|   | To insulate the red cells  
- To maintain the required temperature. | Blood box  
Styrofoam box  
Two ice packs  
Two cardboard inserts  
Gel pack |
| **6** | **Close** the transport box. |   |
| **7** | **Secure** the entire box with the black strap | Prevent the lid from falling off. |
| **8** |   | Click here to watch a short video. |

**Cross-References**
CWTM_010_0102 Packing Red Blood Cells for Redistribution

**References**

**Version History**

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<td>C-0506-16-60222 Standard Work: Packing a blood transport box</td>
<td>Approved at: Transfusion Medicine</td>
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