

SMALL ORGAN TRANSPORT BOXES – INSTRUCTIONS FOR USE

This document is written to provide NORS Teams and Transplant centres with information on use of the new small organ transport box.

The document also provides guidance and information on the system of colour coding to prevent any errors in packaging and transportation of organs.

Information on cleaning and maintaining the boxes is provided, as well as contact details for ordering consumables, such as labels and sterile ties.

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INTRODUCTION

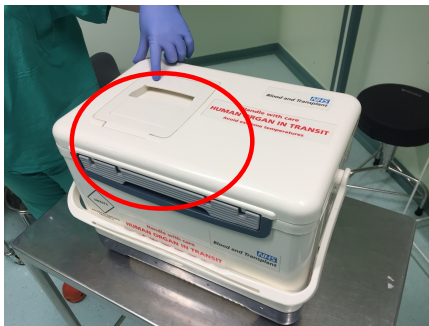
The new organ transport boxes will replace the existing boxes used to transport the kidney, pancreas and hearts retrieved for valves.

The boxes have been validated with wet ice only. Do not use with dry ice. Using dry ice in a sealed container causes it to sublime into carbon dioxide - this causes a build up of pressure which very quickly causes the box to expand and even explode.

DO NOT attempt to open the service hatch in the lid. This is sealed shut and attempting to open it could damage the box.

DO NOT apply any additional sticky labels to the exterior of the box.

Figure One – Service Hatch:



AT THE NORS CENTRE

Ensure your ice machine has sufficient capacity to fill four boxes with crushed, melting water ice. These boxes will require approximately 6 kg of ice to ensure the organ is fully covered (just over double what is required in the old boxes). You do not need to completely fill the box with ice when the organ is packed (see Figure Two below), but it is important you have enough to surround and protect the organ in transit.

Figure Two – Box Packed with Ice:



Before use, wipe the inside of the box, underside of the lid and document wallet clean with a Clinimed or Tristell wipe (or equivalent). Ensure you wipe the seal area, and check the seal for damage.

Check the inside of the box for any stains. If you notice any staining, this **MUST** be removed straight away with a mild detergent and warm water. Follow by thoroughly wiping the inside and the sealing surfaces with a solution of warm water and 5.25% sodium hypochlorite (bleach). Air dry the box before use or closing the lid.

DO NOT use abrasive cleaners of any kind on the inside or outside surfaces of the box.

CHECK that the drainage valve on the side of the box is closed before filling the box with ice.

Fill the small organ transport boxes with crushed or flaked melting water ice and close the lid. NOTE: the ice must not be at a temperature lower than 0°C

Check that the document wallet is present in each small organ transport box and is attached to the lid with a secure tie.

Close the lid one side at a time by pressing down firmly on the lid with both palms, while using the fingers to close both ends of the catch evenly.

Do not force the lid closed, or attempt to close the catch unevenly as damage may result. Light to firm, even pressure is all that is needed.

NOTE: The lid catches are designed to operate as hinges, should opening the lid from one side be required. It is important to remember this when sealing the box.

Ensure you have sufficient labels, colour coded sterile ties and pouches/bags to transport samples.

It is important you maintain the hygiene of the ice machine by emptying it weekly and disinfecting the ice storage area, or in line with the manufacturer's instructions.

AT THE DONOR HOSPITAL

The box lid should be prepared by securing **one side** of the lid (if not already secured) with the supplied cable ties in the manner shown in **Figures Three, Four and Five**. This will be done by either a member of your team or the Specialist Nurse in Organ Donation (SNOD), but it should be agreed at the beginning of the retrieval whose responsibility this is.

Figure Three – Thread secure tie through cleat

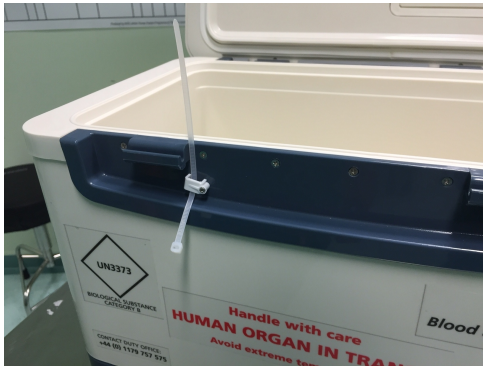
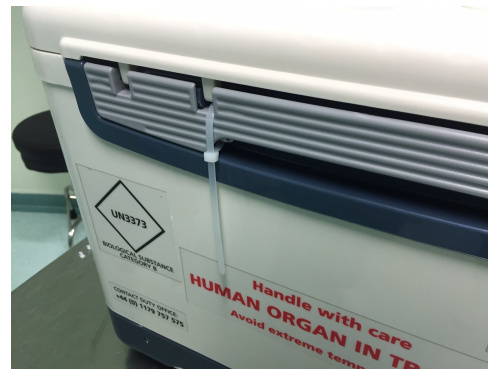


Figure Four – Pass tie through hole in latch



Figure Five – Close latch and tighten the secure tie



You do not need to line the box with clear bags. The volume of melting water ice in the box should be sufficient to ensure the packaged organ will not be in contact with the box structure. Further melting water ice will be added later once the packaged organ is in place.

The colour coded label must be attached to the handle of the box prior to the organ being accepted by the SNOD for packaging (to be agreed with the SNOD whose responsibility this is).

When handing over the organ for packaging, the surgeon must clearly state the organ they are handing over, eg "right kidney".

The member of staff responsible for packaging the organ should verbally confirm this, eg "right kidney" and will take a coloured sterile tie that corresponds with the organ type as follows:

RED – Right Kidney
YELLOW – Left Kidney
BLUE – Pancreas
WHITE – Heart for Tissue

When the organ has been triple-bagged, the tie should be attached to the neck of the outside of the third bag. This member of the NORS team must then verbally confirm with the SNOD the organ they are handing over.

The Organ Specific form and blood group should be placed with the Document Wallet which is attached to the lid inside the box.

At least one spare clear tag should be placed in the document wallet so that the box can be re-sealed after the samples have been removed.

Once all of the supporting material and documentation is in situ the box lid should be sealed closed with the second cable tie (as described in **Figures Three, Four and Five**, above) and the addresses applied to the labels once known. DO NOT use adhesive labels on the box exterior.

Figure Six – document wallet

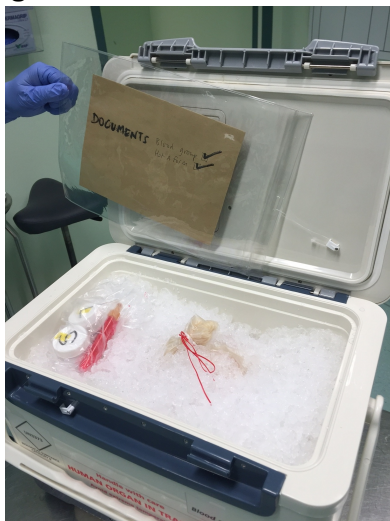


Figure Seven – address label



HANDLING THE PACKED ORGAN BOX

Boxes contain melting water ice and there is a risk that spilt water could cause slips, trips and falls. Please be aware of any spillages and ensure these are dealt with rapidly.

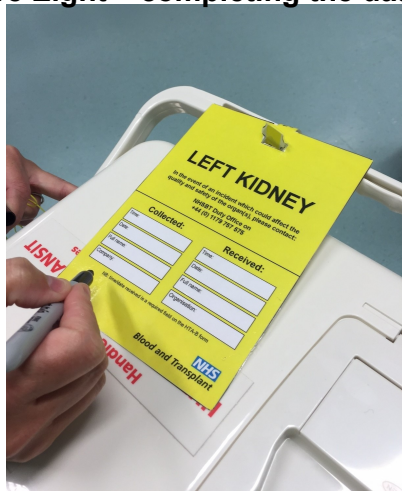
The boxes may weigh around 12.5 kg or less when packed with an organ, so precautions must be taken when lifting the boxes, particularly in restricted spaces, and when carrying the boxes. Avoid the need for any manual handling which might involve a risk of injury, so far as is reasonably practicable.

Where the need for manual handling is unavoidable, please ensure all staff are up to date in their manual handling training and use a wheeled trolley to carry the packed organ box.

ON RECEIPT OF AN ORGAN

Whoever takes custody of an organ from the transport driver should complete the date/time received field on the label - this is mandatory information required on the HTA-B form.

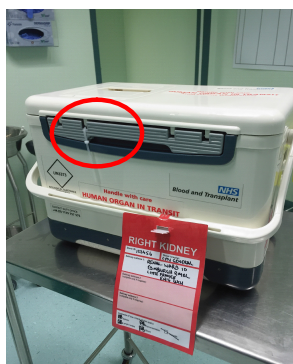
Figure Eight – completing the date/time received field on the label:



The coloured organ label should remain on the organ box until transplantation. It should then be kept with the recipient's medical records or until the date and time of receipt has been successfully and accurately transcribed on to the HTA B form. The coloured label can then be disposed of.

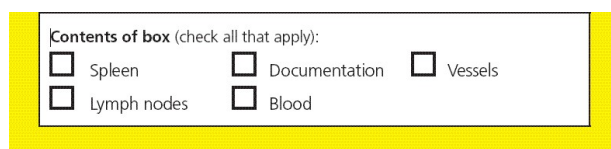
To open the box, cut the cable tie on **one side only** of the silver closing mechanisms with scissors:

Figure Nine – cut the cable tie here:



The 'Contents of the Box' checklist (Figure 10) is for use by the SNOD/Perfusionist at the donor hospital. It is an aide memoir prior to the organ leaving the establishment and does not reflect the contents of the box on arrival at the transplant centre (as samples will have been removed by HLA laboratory personnel).

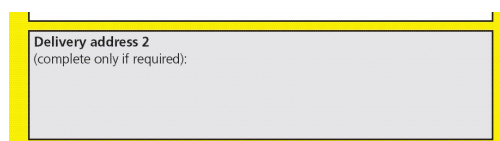
Figure 10 – Contents checklist:



Contents of box (check all that apply):		
<input type="checkbox"/> Spleen	<input type="checkbox"/> Documentation	<input type="checkbox"/> Vessels
<input type="checkbox"/> Lymph nodes	<input type="checkbox"/> Blood	

If the organ is subsequently sent on to another establishment for transplantation or Scheduled Purposes, the HCP at Centre 1 should complete 'Delivery Address 2 or 3' as required (Figure 11).

Figure 11 – Delivery address 2:



Delivery address 2 (complete only if required):

On receipt of the organ at a second or third delivery address, please ensure the "date/time received" section (Figure Eight) is crossed through and the new date/time received written in.

After unloading the Carrier, thoroughly clean it outside and inside, and check for any damage, particularly seal damage. If damage is noted, please inform odtcommissioningteam@nhsbt.nhs.uk

DO NOT pass the box to another team, or allow this to be used for anything other than retrieval of deceased and living donor organs.

CLEANING AND MAINTENANCE

It is extremely important you clean the box after every use, inside and out. If there are no stains, an antibacterial wipe can be used (such as a Cliniwipe, Tristell wipe or equivalent). The box should be left to air dry before the lid is closed.

If there are any stains, these MUST be removed immediately. Use a mild detergent and warm water to clean the box inside and out. Follow by thoroughly wiping the inside and the sealing surfaces with a solution of warm water and 5.25% sodium hypochlorite (bleach).

DO NOT use abrasive cleaners of any kind on the inside or outside surfaces of the box.

YOU MUST ENSURE THE INSIDE OF THE BOX IS DRY BEFORE CLOSING AND STORING.

COLLECTION/DELIVERIES

If you have any surplus boxes you need collecting, or if you are concerned your stock levels are running low, please email odtcommissioning@nhsbt.nhs.uk

It is extremely important all box movements are tracked – failure to do this will impact on a team's stock levels. Therefore please DO NOT pass boxes to another team, or allow anyone to borrow/take boxes for any reason other than for the express purpose of transporting a kidney, pancreas or heart tissue for valves.

REPORTING OF ISSUES

Any issues with the process for collection/delivery of boxes, or with the use of the boxes, please email odtcommissioning@nhsbt.nhs.uk.

If there is a patient safety/quality and safety issue, follow the process for reporting incidents to NHSBT (SOP3888).

If there is an operational issue, or if you are unsure on the nature of the problem, please notify odtcommissioning@nhsbt.nhs.uk.

ORDERING RETRIEVAL PACKS AND OTHER CONSUMABLES

Colour coding labels and sterile ties have been in use for all kidney, pancreas and heart valve retrievals since July 2016.

Plain security tags should be used with the new style boxes (as shown in Figures Two, Three and Four above). These are included in the kidney retrieval packs available from the Brandon Trust.

Kidney retrieval packs, labels, sterile ties, plain security tags can be ordered directly from the Brandon Trust by emailing/contacting:

The Brandon Trust

Olympus House, Britannia Road , Patchway, BRISTOL , BS34 5TA

Tel: 0117 907 7200 Fax: 0117 969 9000

Email: info@brandontrust.org Website: [Brandon Trust Website](http://brandontrust.org)

GENERAL ENQUIRIES

For all other enquiries, please contact odtcommissioning@nhsbt.nhs.uk