

STANDARD OPERATING PROCEDURE

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	SOP No. 1 + Version No. 3
Blood Shipments	Supersedes: SOP V 1.2
	Effective date: 01/14/2013

CONFIDENTIAL

Signatures:

Function	Name	Function	Date (month/day/year)	Signature
Author	Raymond Boccia		01/10/2013	<i>Raymond Boccia</i>
Reviewed				
Approved		QA		

Change History:

Section:

Change:

Reasons:

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1. Summary

Program	<p><u>Donated Blood shipments from remote locations to Blood Center</u></p> <ul style="list-style-type: none"> Blood Center, Valley Stream, NY 11581 2 Boxes, 20 lbs each, from each location Picked up at 0430am and moved to Bluebird on First Available Flight Out Monday through Friday, each location 						
Geographical Scope	<p>Origin : CLE, ATL, DCA Destinations : LGA/JFK</p> <p>See appendix A for actual pick up locations</p>						
Volumes	<p>Potential volume : 6 Boxes per day, 3 locations, 20lbs per piece</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Weight</th> <th style="width: 33%;">Dimensions</th> <th style="width: 33%;"></th> </tr> </thead> <tbody> <tr> <td>20lbs</td> <td>L x W x H cms</td> <td></td> </tr> </tbody> </table>	Weight	Dimensions		20lbs	L x W x H cms	
Weight	Dimensions						
20lbs	L x W x H cms						
Key Service Components	<ul style="list-style-type: none"> Pick up completed at 0430 at each location Transfer to Airlines Uplift on first available flights Confirm uplift per airline website Arrival at LGA, JFK Pickup @ airport and delivery to Bluebird Express Track and Trace available on www.bluexps.com Proactive Notification via Bluetrax Blood center account # 1234567 						

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2. Purpose

The purpose of this document is to describe the requirements for the donated blood shipments from 3 separate Hospital sites to the Blood Center, Valley Stream, NY 11581

3. Scope

This SOP is applicable for the movement of blood from the hospital site for a product that is stored at ambient temperature. UN3373, Bio Substance Category B.

4. Responsibilities and Accountabilities

4.1 Bluebird Express Staff

The Bluebird Express staff is responsible to follow this procedure and to forward the information of this SOP to the customer and pickup/delivery couriers.

It is the responsibility of the Bluebird employee to report any deviations during the shipment to management and customer.

4.2 Pickup Courier Responsibility

All pickup personnel involved in the commissioning of blood donation shipment must follow this SOP, document different steps as instructed and must make sure that all observations are reported their supervisor.

4.3 Delivery Courier Responsibility

Delivery Courier is responsible to ensure that all shipments are accounted for upon picking up from airlines. Delivery courier must ensure written signature and handwritten name is received upon delivery.

4.4 General Management

The General Manager at BBE is responsible for the implementation of the proper shipping conditions at the start and during shipment from the hospital site to the receiving customer and to investigate and assess any deviations occurred during the shipments of products.

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5. Procedure

5.1 General

- Shipments from each location are to be picked up at approximately the same time (~0430AM).
- Shipments will be tendered by the courier to the airline for first available flight uplift.
- Shipment will be monitored by BBE and secondary and tertiary plans will be in place to do as much as possible to avoid delays
- Shipments will arrive into NYC area airports and be collected and delivered as soon as possible (approximate delivery times below).
- Shipments have approximately 33 hours from pick up to be frozen at the Blood Center.

5.2. Description of the Transportation chain

1. The shipments will be collected at 0430 Monday – Friday at each location by Bluebird Express.
2. The two boxes will be loaded into a Bluebird Express bag for safer handling and allowing both pieces to travel as one.
3. The bag will be labelled with the appropriate UN3373 sticker, correctly marking the shipment for transport per the carrier's instructions.
4. BBE employees will confirm turnover and subsequent uplift from each origin as per airline website.
5. If deviations occur (weather, etc) BBE will ensure secondary and/or tertiary plans are put into action to successfully move the shipment as soon as possible.
6. Shipments will be confirmed on hand at destination as per airline website.
7. Shipments will be picked up by courier and delivered to Blood Center as per page 6 of SOP.
8. Any deviations will be reported to the management at BBE.

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5.3. Flights, arrival ETA's and delivery times

Origin	First Flight & ETA	First Delivery	Backup Flight	Second Delivery	Total**
DCA	USAIR 2160 – 0817	ETA: 930 - 1000am	USAIR 2162 – 0913	ETA: 1030 - 1100am	\$220.00**
CLE	CO 5881 – 0914	ETA: 1030 - 1100am	CO 1575 – 0944	ETA: 1100 - 11:30am	\$235.00**
ATL	DL1586 – 0959	ETA: 1130 - 1200pm	DL1686 – 1110	ETA: 1215 - 1245pm	\$250.00**

6. Changes

Any changes to the approved standard operating procedure must be confirmed by the Blood Centers logistics department prior implementation. Once approved changes will implemented by the Bluebird Express General Manager.

7. Parties Involved and Responsibilities

BBE Employee	Title	Email	Phone
JFK Ops	BBE JFK Operations	jfkops@bluexps.com	516 255 0800
Tom Aglio	BBE JFK General Manager	Taglio@bluexps.com	
Hospital/Origin	Title	Email	Phone

*Bluebird Express does not guarantee delivery times. While Bluebird Express will use all commercially reasonable efforts to make timely delivery of freight, Bluebird Express assumes no liability for any damages (including incidental, consequential, punitive, or exemplary) due to transportation delays beyond our reasonable control. All associated costs incurred for retrieving delayed shipments from the airlines will be billed back to the shipper.

*Rates in effect for a period of one year.

**Additional Accessorial Fees May Apply (to be discussed in person for clarification)

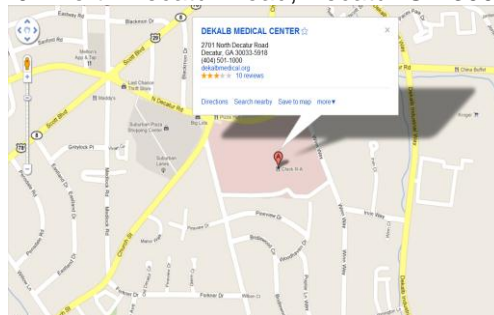
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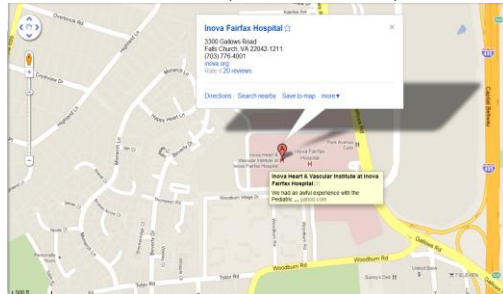
Appendix A

1.1 Pickup Locations

2701 North Decatur Road, Decatur GA 30033



3300 Gallows Road, Falls Church, VA 22042



11100 Euclid Avenue, Cleveland, Ohio 44106

