# Application Format for Blood Storage Centre

**The State Drugs Controller,**
**Drug & Food Control Organization**
**Jammu & Kashmir.**

**Letter No: _____** **Date: _____**

**Sub: Application for Grant of Approval for operation of Blood Storage Centre.**

**Sir/ Madam,**

I am submitting herewith the application for grant of approval for operation of Blood Storage Centre at _____.

1. **Details of Mother Blood Bank(s) given consent for supply of whole Human Blood / Components:**
   a. Name of the Health Facility:_____
   b. Address: _____
      _____
   c. Letter of consent attached: Yes/ No
2. **Details of the proposed Blood Storage Centre**:
   a. Name of the Health facility:_____
   b. Address of the Health facility:_____
      _____
   c. Name of the Superintendent/BMO: _____
   d. Rooms available: Yes/No Site Plan (*on butter Paper*)attached: Yes/No
   e. Equipments available Yes/No List attached: Yes/No
   f. Medical officer responsible for Blood Storage Centre available: Yes/No
      Qualification & Experience certificates enclosed: Yes/No
   g. Lab Technician responsible for Blood Storage Centre available: Yes/No
      Qualification & Experience certificates enclosed: Yes/No

You are requested to kindly acknowledge the receipt of application and operation of Blood Storage Centre at _____, as early as possible.

**Enclosures(s): as above** **Yours sincerely,**

**(Designation with Seal)**

**Copy for information & necessary action to:**

1. Deputy Controller, DFCO, Jammu / Kashmir.
2. Mother Blood Bank, Name _____
3. Directorate of Health Services, Jammu / Kashmir.

## "LETTER OF CONSENT"

# To Whom It May Concern

This is to certify that Blood Bank licensed in the premises of M/s _____ situated at _____bearing Lic. No._____ Valid up to _____ shall act as Mother Blood Bank with respect to the Proposed Blood Storage Centre to be set up in the premises of M/s _____situated at _____

subject to the conditions that Blood Storage Centre complies with below conditions:

1. *The capacity consumption of Whole Human Blood or components in the above said centre shall not be more than 2000 units annually.*
2. *In the event of change in the technical staff, the matter shall be reported forthwith to the Licensing Authority.*
3. *In the event of change in the name of the Licensed Blood Bank (Mother Blood Bank) from whom the blood units are being procured, the same shall be intimated to the Licensing Authority for approval.*
4. *The centre shall apply for renewal three months prior to the date of expiry of the approval /renewal.*
5. *The centre shall maintain records & registers including the details of procurement of whole Human Blood IP &/ or its components.*
6. *The center shall store samples of the blood units received as well as patients sera for a period of 07 ( seven) days from transfusion.*

Further, Blood units / Components shall be supplied after obtaining satisfactory clearance with respect to the following mandatory tests from the Blood Bank:

a. Blood grouping.
b. Haemoglobin contents
c. HIV I & II antibodies
d. Hepatitis B Surface antigen
e. Hepatitis C antibody
f. Malarial parasite
g. Syphilis or VDRL

The transportation of Blood units shall be the responsibility of the applicant Blood Storage Centre who shall get the same ratified through the Approving Authority (State Licensing Authority) at the time of accord of necessary approval to run the Blood Storage Centre.

**H.O.D**
Department of Blood Transfusion /
Medical Officer In charge

## Documents Required For Registration Of Blood Storage Centre.

1. The applicant shall be First Referral Unit, Community Health Centre, Primary Health Centre or any Hospital.
2. Application addressed to Licensing Authority, Drug & Food Control Organization J&K.
3. Consent Letter from the concerned Mother Blood Bank.
4. The applicant shall furnish the following:
    a. Name of the Medical Officer responsible for conducting operation of Blood Storage Center.
    b. Attested certified copies of MBBS or MD qualification of Medical Officer.
    c. Name/certified copies/ qualification/experience of the blood bank technician (s).
5. Applicant shall furnish the source of procurement of whole Human Blood/Blood Components viz. the name & address of the Blood bank.
6. Approved Lay-out Plan of the premises & area of the Blood Storage Centre ( *a minimum area of 10 Sq.meter is essential for the Blood Storage Centre*).
7. Undertaking on affidavit that captive consumption of blood bags will not be more than 2000 blood bags per year & if the consumption is more than 2000 units you will have to apply for blood bank licence.
8. Mode of transport of blood bags & maintenance of temperature during transport.
9. Machinery/equipment installed in the Blood Storage Centre.
10. Blood Storage refrigerator fitted with alarm device in case temperature is more than $8^0$ Celsius.
11. Quality control of Blood grouping reagents used in cross-matching.
12. Calibration of equipments.
13. SOPs of the testing procedures & usage of machinery/equipment.
14. List of emergency equipments/items:.
    a) Oxygen Cylinder with mask, gauge &Pressure regulator.
    b) 5 per cent Glucose or Normal Saline.
    c) Disposable Sterile Syringes & Needles of various sizes.
    d) Disposable sterile I.V. infusion sets.
    e) Ampoules of adrenaline, Noradrenaline, Mephentin, Betamethasone or Dexamethasone, metoclorpropamide injections.
    f) Asprin.
15. Generator facility with electrical output record.
16. No Bleeding or blood collection should be carried out in Blood storage center.
17. List of tests carried out for testing of blood ( including cross matching).
18. Disposal of Bio-medical waste (agreement with agency or any other method).
19. Procedure of disposal of wasted/rejected blood.

*For any query, feel free to contact below mentioned Officer:*

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*Drug Control Officer,*
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*Email: Shabirdi789@gmail.com*