Title: Procedure for Transporting Biohazardous Materials and Reagents

Purpose: To arrange a safe and secure method to be used by laboratory personnel when transporting biological materials by conventional motor vehicles.

Procedure:

1. Pack labeled biohazardous materials using Universal Precautions, see the Procedure for Universal Precautions. Frozen biohazardous materials should be packaged on dry ice in a styrofoam container labeled with a biohazard sticker. Don’t tape the lid on the styrofoam box; the dry ice must be allowed to vent. If dry ice is not available, freezer packs cooled to -15 °C may be used. Refrigerated biohazardous materials may be packed in wet ice or freezer packs at 4 °C in a styrofoam container. Ensure the container is leakproof and add a biohazard sticker to the container. Styrofoam containers may be found in Room A124 at CLASS and on the shelves in Room 1104 SW at the North Ingalls Building. When asking permission to borrow styrofoam containers from Room 1104 SW, contact Assay and Reagents Personnel to make sure that the containers are not being used for another project.

2. Bring the styrofoam containers to the vehicle being used for transport. Carts are available on the 11th floor of the North Ingalls Building in Room 1104 SW for the movement of heavy containers. A cart is also available in Room A120A and A122 at CLASS. Styrofoam containers may be placed on the floor of the vehicle. The styrofoam container should fit securely to allow the least amount of movement as the vehicle turns or accelerates. If dry ice is being used for transport, one or more windows of the vehicle should be opened to allow ventilation.

3. Once at the destination, bring the biohazardous materials to the appropriate site. At the North Ingalls Building, space is reserved for refrigerated and frozen Central Laboratory materials in Room 1104 SW. At CLASS, biohazardous materials must enter the laboratory through Room A122 or Room A124 and be stored appropriately. Biohazardous materials should be unpacked immediately using universal precautions.

4. In case of accident or spill, contact one of the following: the Lab Manager, senior lab staff, or Lab Director for assistance with cleanup. If necessary, contact the Department of Public Safety at 763-3434 for assistance. If an employee is injured or involved in an accident, refer to the Procedure for Employee Accident or Illness.

Surfaces contaminated with biohazardous materials are to be decontaminated with an appropriate germicide. A good germicidal agent is sodium hypochlorite (household bleach) prepared fresh daily in concentrations of 1:10 with the bottle labeled according to the Procedure for Labeling Secondary Reagent Containers. Observe Universal Precautions at all times.