**Biological Fluid Sample Transport Standard Operating Procedure**

1. **Purpose**

These guidelines were developed to train research staff on the appropriate techniques to package and transport samples between sites.

1. **Scope**
	1. The intent of this SOP is:
		1. To ensure safe transport of clinical specimens and delivery to the intended recipient.
		2. Prevent accidental exposure of personnel to the biological material.
	2. Packaging and transport of biological materials are subject to strict federal regulations.
	3. This SOP covers transport of Category B infectious substances or Exempt. Category A infectious substances should not be transported using this method.
2. **Responsibilities**
	1. The researcher that packages clinical specimens is responsible for ensuring that biological material is properly packaged and labeled.

1. **Definitions:**
* Category A infectious substance - any infectious substance which is transported in a form that, when exposure to it occurs, is capable of causing permanent disability, life-threatening or fatal disease in otherwise healthy humans or animals. We cannot transport.
* Category B infectious substance - any infectious substance that does NOT meet criteria for inclusion in Category A. Category B infectious substances include diagnostic or clinical specimens. Must take the transport of dangerous good course.
1. **Safety**
	1. Always follow universal precautions when handing clinical specimens.
	2. Anyone handling, packaging, or transporting hazardous materials must complete the appropriate safety training. Blood-borne pathogen training must be completed on an annual basis. Safe Shipping training must be renewed every two years.
2. **Materials, Equipment, and Forms**
	1. Primary container - leak-proof collection container, such as a blood collection tube.
	2. Secondary container - leak-proof secondary packaging that the primary container is placed within, such as a Ziploc bag or screw-cap plastic container.
	3. Absorbent material - absorbent material such as cotton balls or desiccant pack must be able to absorb the entire contents of the primary container(s) so that any leak will not compromise the integrity of the outer packaging.
	4. Outer packaging - hard-sided outer container used for transport, such as an Igloo Transport Cooler.
	5. UN3373 Biological Substance Category B Label – label required on the outer packaging of all Category B shipments.
3. **Methods**
	1. Submit a specimen transport request form for your protocol in order to initiate service.
	2. Visually inspect the primary collection container to make sure it is properly sealed.
	3. Pack the specimen container inside a secondary container.
	4. Place absorbent material between the specimen container and the secondary packaging. The absorbent material must be able to absorb the entire contents of the specimen container(s) so that any leak will not compromise the integrity of the outer packaging.
	5. Put secondary packaging in outer packaging.
	6. In between the outer and secondary packaging there must be a label saying, “Exempt Research Specimens”.
	7. Label the outer packaging with the name, the phone number and address of the shipper and the consignee.