

Standard Operating Procedure (SOP)			
<i>Title:</i> Transportation of Biological Samples			
<i>Approved by:</i>		<i>Effective Date:</i>	October 15, 2007
David A. Brown, Director, EH&S		<i>Revised Date:</i>	
		<i>Section:</i>	BIO

PURPOSE

To provide guidance to WFUHS personnel transporting biological samples.

SCOPE

- This policy applies to the transport of biological samples by WFUHS faculty, staff, and students.
- This policy applies to the transport of biological samples between WFUHS floors/laboratories, campuses, or to and from non-WFUHS sites.
- This policy **does not** apply to the transport of WFUHS samples by commercial carrier or service. Federal and international regulations apply to shipments made by a commercial air or ground transport company.

DEFINITION OF TRANSPORT: “to transfer or convey from one place to another by other than commercial means.”

GENERAL

Biological samples are any materials taken from humans or animals, living or dead, fresh or preserved (cells, tissues, organs, blood and body fluids), viruses, DNA, or parasites used for diagnostic or research purposes. All specimen and secondary containers must have a biohazard label on it.

PROCEDURES

Transporting Biological by Samples Between Floors/Labs on WFUHS Campuses. Transportation may be by hand or on a cart. Samples must be in a closed leak-proof, labeled primary container with secondary containment. Liquid samples should be in secondary containment, with a “lip” or high sides, lined with absorbent material. ([See example 1](#))

Transporting Biological Samples Between Buildings on WFUHS Campuses Transportation may be on foot. Samples must be in a closed leak-proof, labeled primary containers with secondary containment. Liquid samples should be surrounded by absorbent material in a secondary container. ([See example 2](#))

Transporting Biological Samples Between WFUHS Campuses Samples must be in a closed, leak-proof, labeled primary containers. Liquid samples must be packed in a secondary container and surrounded by enough absorbent material to contain any liquids and absorb any shock during transport. Samples must not be carried in the passenger compartment of a private vehicle—they must be placed in the trunk or the back of the vehicle (SUV). Documentation must accompany the materials at all times. The [Bill of Lading](#) must be used as documentation. ([See example 2](#))

If it is necessary to transport samples on the shuttle or by any public roads, follow the packaging requirements ([See example 2](#)) for transporting biologicals between campuses or non-WFUHS sites.

Transporting Biological Samples Between a WFUHS Campus and a non-WFUHS Site

Samples must be in closed, leak-proof, labeled container. Liquid samples must be packed in a secondary container and surrounded by enough absorbent material to

contain any liquids and absorb any shock during transport. Samples must not be carried in the passenger compartment of the vehicle—they must be placed in the trunk or the back of the vehicle (SUV). Documentation must accompany the materials at all times. The [Bill of Lading](#) must be used as documentation.

If it is necessary to transport samples on the shuttle or by any public roads, follow the packaging requirements (See [example 2](#)) for transporting biologicals between campuses or non-WFUHS sites.

Example 1



Line the bottom of secondary container with absorbent material. Place sealed containers in lined containment and transport by hand or on lab cart.

Example 2



Place sample in leak proof, absorbent lined containment inside rigid secondary containment. (Rubbermaid, Igloo, Coleman coolers or Styrofoam boxes work well for this purpose.)