

McMaster University	Standard Operating Procedure for transferring specimens between buildings	Date: updated Nov 2008 Page: 1 of 2
Submitted By: Biosafety Office	Approved: _____	Date Authorized: _____

1. PURPOSE

- 1.1 To ensure proper procedures are carried out when transferring biological specimens of BSL2 or higher or anatomical specimens between buildings while ensuring the security of McMaster University staff, students and visitors.

2. SCOPE

- 2.1 This procedure is strictly applicable to the transfer of specimens within University property. It does not apply to transfer between University sites which require travel on a public road.

3. RESPONSIBILITY

- 3.1 Those responsible for carrying out the procedure are employees of McMaster University.
- 3.2 Supervisors have the responsibility to ensure appropriate transfer.

4. PROCEDURE

4.1 Equipment, Supplies and Methods

All specimens to be transported must be contained within an opaque container of solid structure. The intent is that it survives a fall without breaking open to release the contents. These containers may include suitcases, duffel bags, coolers, drums, TDG approved containers but not regular garbage bags. Large contained specimens should be placed upon a cart with wheels.

To prevent accidental opening, secondary straps should be attached around the primary container.

Method:

- Specimens to be transported must be identified on a document and be signed in and out of each location (ie biological inventory).
- Specimens to be transported should be sealed in a primary container ie zip lock bags, to prevent leakage before being placed into the transport container.
- On the outside, the unit is to be labelled with the building/ room number of origin, the building/ room number of destination and two emergency contact numbers of individuals who are familiar with the contents being transported.
- If infectious, it is to be labelled with a biohazard label.
- The tags or labels should be a weather-resistant, water-proof type.
- If the specimen has significant hazardous fluid content, spill absorbent material should be available, sufficient to absorb the volume in question.
- In the event of any incident, notify the Biosafety office at HSC 3N1C ext 24956.