

<b>Oklahoma State University Institutional Biosafety Committee</b>		
<b>Transportation of Infectious Agents</b>	Policy #	GA 112
	Effective Date	9/26/2024
	Revision Date	
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	IBC Approval Date:	9/26/2024

## **1. POLICY**

The Oklahoma State University Institutional Biosafety Committee (IBC) requires lab personnel to take precautions to ensure that lost samples and/or spills in public areas do not occur. The following requirements must be observed during the transportation of infectious materials within OSU's campus (e.g., between two laboratories):

1. Preparation of material for transport must be conducted in accordance with other SOPs in the laboratory for handling that specific material.
2. The container that the infectious agent is in must be labeled with the agent identification.
3. This container is then placed into a primary package/receptacle that must be watertight.
4. When transporting multiple tubes, those must be placed in a rack or other type of holder that will keep them from shifting or tipping during transport.
5. After decontaminating the outside of the primary package/receptacle, it is then placed into a secondary package/receptacle that is sealed, shatterproof, and leak-proof.
6. For liquid materials, the secondary package/receptacle must contain absorbent material in sufficient quantities to absorb the entire contents of all primary packages.
7. The outer transport container must possess a biohazard symbol.
8. Wipe and decontaminate the outside of the secondary container, making it safe to handle without PPE. Bring appropriate PPE for use at the laboratory destination. DO NOT wear PPE in public areas.
9. The container should be carried directly to the intended laboratory using the fastest, shortest route.
10. Consider the use of a cart with secondary containment to transport large volumes of materials.
11. Under no circumstances should a container containing biohazardous material be left unmonitored.
12. PIs may include in their lab specific SOPs for transport procedures more stringent requirements but those cannot contradict the minimum requirements listed above.

## **2. SCOPE**

This policy applies to all research and teaching laboratories and facilities falling within the purview of Oklahoma State University IBC (Stillwater).

## **3. RESPONSIBILITY**

Principal Investigators and Laboratory/Facility Managers/Directors have a responsibility to adhere to this policy and to continually confirm that all laboratory personnel comply with this policy.

## **4. APPLICABLE REGULATIONS, GUIDELINES, & OSU POLICIES**

- Biosafety in Microbiological and Biomedical Laboratories (BMBL) 6<sup>th</sup> Edition
- Federal Occupational Safety and Health Act Hazard Communication Standard, 29 Code of Federal Regulations 1910.1200
- OSU Biosafety Manual

## 5. TRANSPORT PROCEDURE

Prepare the material for transport, according to lab SOPs.

Label the primary container with the biohazardous material it will contain.

Place the material into the closed watertight primary container.

Decontaminate the outside of the container by spraying it with \_\_\_\_\_, wait \_\_\_\_\_ minutes.

list contact time

list appropriate disinfectant

Place it into a secondary container with a biohazard symbol.

If transporting liquids, use paper towels or other absorbent material in sufficient quantities to absorb the entire contents if a leak were to occur.

Decontaminate the outside of the secondary container receptacle by spraying it with \_\_\_\_\_, wait for \_\_\_\_\_ minutes.

list appropriate disinfectant

list contact time

Doff PPE according to lab SOPs.

Bring \_\_\_\_\_ gloves and other required PPE for use at the destination laboratory.

glove type

The container should be carried directly between labs \_\_\_\_\_ and \_\_\_\_\_.

Never leave the container unmonitored.