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|  MCVI 3.51 Packaging Category B SpecimensTitle |
| **Purpose** | The purpose of this procedure is to give very detailed instructions on how to package Category B Specimens to MDH using SAFTPAK Packing Instructions and MDH provided containers. |
| **Policy Statements** | Children’s Hospitals and Clinics of Minnesota complies with the U.S. Department of Transportation (DOT) regulations regarding the transport of patient specimens and culture isolates. |
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|  | **Supplies for Packaging Plates** |
| **Materials for packaging plates** | * Primary receptacle (the plate) -securely closed with parafilm (maximum 3 receptacles per box)
* Completed MDH form(s) that accompany receptacle(s)
* 1 Fibreboard Box (STP-210) assembled according to directions printed on box
* 1 Tyvek Envelope (STP-710)
* 1 Leakproof Polybag (STP-711)
* Absorbent material- enough to absorb entire contents of receptacle(s)
* Bubble wrap if sending multiple fragile primary receptacles

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|  | **Supplies for Packaging Tubes/Vials**  |
| Materials for packaging tubes/vials | * Primary receptacle (ex: agar slant or GN broth) -securely closed with parafilm
* Completed MDH form(s) that accompany receptacle(s)
* MDH supplied cardboard mailing can with UN3373 biological substance category B label on it. Inside are the following items:
	+ Absorbent material
	+ See-through biohazard bag with adhesive closing
	+ Plastic, white secondary container w/ twist on lid
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| **Special Safety Precautions** | Microbiologists/virologists are subject to occupational risks associated with specimen handling. Refer to the safety policies located in the safety section of the *Microbiology Procedure Manual*and the *Virology Procedure Manual***:**1. *Biohazard Containment*
2. *Safety in the Microbiology/Virology Laboratory*
* *Biohazardous Spills*
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| **Procedure for Packaging Plates** | Follow these steps for packaging plates:1. Make sure primary receptacles (plates) are leak proof by securing with parafilm.
2. Make sure to and from addresses, a name of responsible party and the micro number are present on outside of Fibreboad Box (STP-210). (pre-printed labels are in the category B bin above culture desk)
3. Place primary receptacle(s), absorbent material and bubble wrap (if necessary) into STP-711 Leakproof Polybag (clear flexible bag).
4. Follow instructions on STP-711 to properly seal it.
	1. Lay bag on flat surface.
	2. Fold tape closure over so white liner is visible.
	3. Remove white paper liner to expose adhesive.
	4. Gently lay tape over bag opening and press together from center to edges.
5. Place STP-711 into white Tyvek Envelope (STP-710)
6. Seal the Tyvek Envelope.
7. Place the completed Tyvek Envelope into the Fibreboard Box (STP-210). Note: if volume of primary receptacle is >50mL each, the closures of the primary receptacle must be oriented with the orientation arrows on the box.
8. Fill any empty space in box with packing material (i.e. paper towels) so the bag won’t shift in transit.
9. Close flaps and secure with packing tape.
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| **Procedure for Packaging Tubes/Vials**  | Follow these steps for packaging tubes/vials:1. Make sure primary receptacles are leak proof by securing with parafilm.
2. Place receptacles into the longer pouch of biohazard bag
3. Add enough absorbent material to absorb entire contents of bag.
4. Close bag by peeling off blue liner and pressing sides together firmly
5. Place completed MDH forms in outside pocket of bag and tuck top of form under flap.
6. Place rolled up bag in white secondary container and twist lid to close.
7. Place white container into cardboard mailing can and twist lid to close.
8. Include the name of the responsible party and the micro number on the outside of the can. Tape this information to the can so it can be peeled off and reused by MDH.
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| **References** | 1. Transporting Dangerous Goods Training document. Mayo Medical Laboratories. Sept 2014
2. MDH Healthcare System Preparedness Program (HSPP) March 30,2012
3. MDH Public Health Emergency Preparedness (PHEP) March 30, 2012
4. Nathan Kendrick, MS, M (ASCP). State Laboratory Training Coordinator. MDH. Public Health Laboratory Division. Emergency Preparedness & Response Unit.
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| **Appendices** | Ebola Standard Operating Procedure (SOP): Laboratory - Specimen transport to MDH<http://khan.childrensmn.org/Web/Switchboards/209269.pdf> |
| **Training Plan/ Competency Assessment** | **Training Plan** | **Initial Competency Assessment** |
| 1.Employee must read procedure | Direct Observation |
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| **Historical Record** |  |  |  |  |
|  | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | Jamie Berg, Susan DeMeyere | 10/11/2017 | Initial Version |
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| **Archived by:** |  | **Archived Date:** |  |