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| Title MCVI 3.52 Packaging Category A Specimens |
| **Purpose** | The purpose of this procedure is to provide detailed instructions for packaging Category A Specimens to MDH using INFECON 2000 and 3000 Instruction Guides.  |
| **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** | Before you begin packaging you will need:* infectious substance(s) that you are shipping securely closed with parafilm
* completed MDH form(s) that accompany specimen(s)
* 1 large category A shipper
* 1 completed Shipper’s Declaration Form with Emergency Response Information (2 pages total)
	+ Pre-filled forms are located in manila folder in category A bin located on top shelf by culture desk
	+ Choose correct form (positive EHEC, suspected category A or misc.) and fill in # of boxes and the total quantity of specimen being shipped. Note: if you are sending multiple specimens or multiple boxes they can be on the same form.
	+ Sign and date the bottom of the form.
	+ Make a copy and save in orange “Shipped Shipper’s Declarations” folder also located in category A bin for 2 years.
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| **Materials for packaging tubes/vials** |  |
|  | **Supplies for packaging tubes/vials** |
|  | Before you begin packaging you will need:* infectious substance(s) that you are shipping securely closed with parafilm
* completed MDH form(s) that accompany specimen(s)
* 1 small category A shipper
* 1 completed Shipper’s Declaration Form with Emergency Response Information (2 pages total)
	+ Pre-filled forms are located in manila folder in category A bin located on top shelf by culture desk
	+ Choose correct form (positive EHEC, suspected category A or misc.) and fill in # of boxes and the total quantity of specimen being shipped. Note: if you are sending multiple specimens or multiple boxes they can be on the same form.
	+ Sign and date the bottom of the form.
	+ Make a copy and save in orange “Shipped Shipper’s Declarations” folder also located in category A bin for 2 years.
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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 lid of plate is securely closed with parafilm.
2. Remove vessel assembly from foam insert inside box.
3. Remove bubble bag from vessel leaving absorbent sheet at the bottom of the vessel.
4. Cut/Tear bubble bag in half along center seam.
5. Fold one half of bag in half again and place in bottom of vessel.
6. Place securely closed plate on top.
7. Fold other half of bag in half and put on top of plate.
8. Fill any remaining void space with cushioning/ absorbent material.
9. Make sure o-ring is seated correctly on vessel.
10. With vessel on a stable, flat surface, place lid on vessel with cap notches oriented between container notches.
11. Secure lid by pressing down firmly and evenly over o-ring and turning clockwise until cap notches hit stops on vessel notches.
12. Place vessel back into box by seating it in foam insert.
13. Place MDH form (or other itemized list) into box.
14. Close inner flaps and then top flap and lock in place with postal-lock tab. (May secure with tape).
15. Ensure correct labels are on the outside of box:
	* 1. UN2814 infectious substance, affecting humans
		2. Infectious substance hazard label
16. Confirm addresses on outer box are correct.
17. Fold Shipper’s Declaration Form printed side out and attach to top of box.
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| **Procedure for Packaging tubes/vials** | Follow these steps for packaging tubes/vials:1. Make sure tubes/vials are leak proof and secured with parafilm.
2. Disassemble category A shipper and verify that you have 1 of each of the following items (note: if the shipper does not have everything listed here DO NOT USE):
	1. an absorbent sheet
	2. a bubble pouch (see picture below)
	3. a pressure vessel (w/ twist on lid) that has a biohazard label attached
	4. an outer box with the following labels:
		1. UN2814 infectious substance, affecting humans
		2. Infectious substance hazard label
3. Place absorbent sheet inside pressure vessel.
4. Place tubes/vials into compartments of bubble pouch and roll it up.

1. Put bubble pouch into vessel with specimens upright and twist lid closed.
2. Wrap MDH form(s) around vessel.
3. Place vessel and form(s) into outer box and close flaps in correct order.
4. Secure with tape.
5. Confirm addresses on outer box are correct.
6. Fold Shipper’s Declaration Form printed side out and attach to top of box.
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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
 | 1. 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:** |  |