

# HAZARDOUS MATERIALS TRAINING

SEPTEMBER 2015

ATL VAMC LABORATORY  
PACKAGING & SHIPPING

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# GOAL:

To ship patient specimens SAFELY!  
and in a timely manner...by adhering to rules  
and regulations.

# REGULATIONS AND REQUIREMENTS

**Maintain compliance with DOT and IATA regulations**

Meet CAP and Joint Commission requirements

- CAP GEN.20374, GEN.40511, GEN.40512, GEN.40515, GEN.40530

Includes: **Recurring training of staff every two years (IATA)** and every 3 years DOT/JCAHO, CAP

# YOU NEED TO BE CERTIFIED IF YOU:

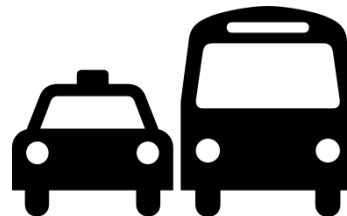
- ◉ Prepare a shipping paper
- ◉ Sign a shipper's declaration form
- ◉ Classify Division 6.2 materials
- ◉ Select packaging for 6.2 materials
- ◉ Pack hazardous materials for transport
- ◉ Label or mark a package containing hazardous materials
- ◉ Ship
- ◉ Transport (courier drivers)

# WHAT IS IATA? DOT?

**IATA** - International Air Transport Association (anything traveling by airplane - FEDEX or UPS, or Quest Diagnostics, West Haven or Dorn VAMC)



**DOT** - Department of Transportation (anything traveling by ground vehicle to GPLH, or USPS)



# WHAT KIND OF TRAINING?

- **1. General Awareness** (Recognize and ID hazardous materials)
- **2. Function-Specific** (Detailing exactly what you do in your lab section)
- **3. Safety Training** (Safe handling: Chemical Hygiene, Blood borne Pathogen, Occupational Health)
- **4. Security Awareness Training** (threats)
- **5. In-Depth Security Training** (VA security plan; Select Agent awareness)

# 1. GENERAL AWARENESS

You should already have one of the following:

- ⦿ GPHL Certificate of Training in Packaging and Shipping of Hazardous Materials
- ⦿ CDC Certificate of Training (CDC TRAIN) in Packaging and Shipping Division 6.2 Materials for Laboratory Personnel
- ⦿ MTS or TMS training - Specimen Transport course

## 2. FUNCTION SPECIFIC TRAINING

- ◉ Risk Assessment for your **particular lab section**

Discussion:

Do you send DOT? IATA? Stat Courier? Grounds Courier? Quest Diagnostics Courier?

What is destination? GPHL? West Haven or Dorn VAMC? Quest Diagnostics? From CBOCs to main lab?

*Note: Our SENDOUT department is DE-Centralized. Each Lab Section has different duties and responsibilities.*



# CATEGORY?

- ◉ What is **Category A**?
- ◉ What is **Category B**?
- ◉ What is a **SELECT AGENT**?

# EXAMPLES IN OUR LAB:

## Category A? UN 2814

*Coccidioides immitis* cultures

MTB cultures

*Shigella dysenteriae*

*Yersinia pestis*

*Bacillus anthracis*

*Brucella*

*E.coli* (verotoxigenic)

## Category B? UN3373

Patient specimen (saliva, sputum, fluid, etc.) capable of harboring the microbe

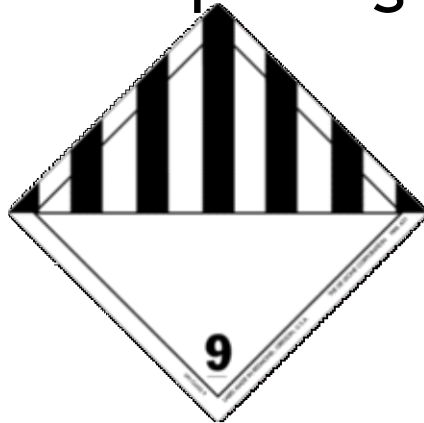
**“EXEMPT HUMAN SPECIMEN”?**

**SELECT AGENT?** Biological Agent able to be used as a bioweapon - CALL GPHL immediately for assistance. Our lab is not prepared to ship SELECT AGENTS.

# DRY ICE ???

What **hazards** may we encounter when using dry ice? How do we avoid these hazards?

What is the symbol for packaging/shipping?



# DO YOU...

- ⦿ Pack a box for shipment via FEDEX and then take it to the post office downstairs for shipping/air bill completion?
- ⦿ Remember: If **you** pack it, **you** must complete the air bill /declaration.

### 3. SAFETY TRAINING

- ⦿ Chemical Hygiene review; Spill Cleanup - part of your annual lab review of Standard Operating Procedures (SOPs)
- ⦿ Blood borne Pathogen review (**your TMS certificate is REQUIRED**)
- ⦿ Occupational Health - Supervisor will use ASSISTs program to document any mishaps

## 4. SECURITY

- ◉ **BIOSAFETY**: Containment intended to limit exposure to potential pathogens and toxins

versus

- ◉ **BIOSECURITY**: Containment intended to prevent use of microbes for illegitimate and malicious purposes

# CONSIDER BIOTERRORISM EVENTS...

- ◉ 1995 Tokyo Subway Sarin Release
- ◉ 2001 US Anthrax attacks
- ◉ Outbreaks of *Salmonella* and *Shigella* caused by intentional contamination of salad bars and other food items.

# WHAT TO DO?

- ◉ **Microbiology:**

**Do not** advertise your Category A organisms!  
Freezer / QC organism lists should be kept out of direct view.

- ◉ **Lab send-out area:**

**Do not** leave packages for Quest Diagnostics pickup unattended or in an unsecure location!

- ◉ **What other things should we consider?** Think about it...



# QUESTION

**The greatest threat to a facility is posed by an outsider.**

**True or False?**

Why?

*The answer is FALSE. Insiders have detailed knowledge about facility and practices.*

# 5. BIOSECURITY PLAN

**Elements?** Consider the following:

**Facility:** Can you think of physical security or access control examples? (locks on doors, police)

**Information:** How do we keep our information safe? (passwords)

**People and Procedures:** Personnel/plans

**Agents:** Inventory and Accountability (QC inventories in microbiology; shipping manifests)

# MORE ON: IN-DEPTH SECURITY TRAINING

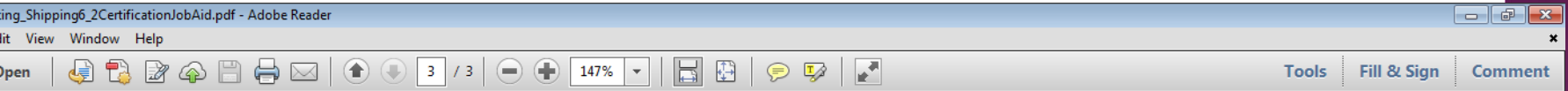
- ◉ VAMC police response
- ◉ Disruptive Behavior training
- ◉ Call 4911 for all emergencies
- ◉ Select Agents: Special Consideration for the following organisms --

*Francisella tularensis*  
*Bacillus anthracis*  
*Brucella abortus*  
*Brucella melitensis*  
*Brucella suis*  
*Burkholderia mallei\**  
*Burkholderia pseudomallei*  
*Yersinia pestis*

# IMPORTANT: WHAT IS REQUIRED TO COMPLETE PACK/SHIP CERTIFICATION?

- ◉ **Initial training** record
- ◉ **Awareness training:** GPHL, CDC, MTS, or TMS (etc.) training every 2 years
- ◉ **Safety Training:** Blood borne pathogen training certificate from TMS
- ◉ **Security Training:** THIS (ATL VAMC) .ppt training every 2 years, or obtain a separate CDC TRAIN certificate
- ◉ **FUNCTION SPECIFIC TRAINING:** DEMONSTRATION competency and signoff of the Training Crosswalk check-sheet in front of your supervisor
- ◉ **Signature** of the Chief Medical Technologist (or designee - your supervisor acting as the *EMPLOYER representative*)

# SUPERVISORS: USE THIS FORM



## Packaging and Shipping Division 6.2 Materials

### Sample Division 6.2 Materials Training Record

Employee Name: \_\_\_\_\_

As the employer, I certify that the hazmat employee identified on this training record has been trained and tested as required by the Hazardous Materials Regulations, Subpart H.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

#### General Awareness/Familiarization

Description, Copy, and Location of Training	Training Provided By (Record trainers name if course is live)	Test /Score*	Date Trained
General Division 6.2 Information Location: <a href="http://www.cdc.gov/labtraining/">http://www.cdc.gov/labtraining/</a>	CDC 2014 Packaging and Shipping Division 6.2 Materials for Laboratory Personnel		

#### Function Specific

Description, Copy, and Location of Training	Training Provided By	Test /Score*	Date Trained
Packing Marking and Labeling-	CDC 2014 Packaging and Shipping Division 6.2 Materials for Laboratory Personnel		

# RECORD RETENTION

- ⦿ All **Pack/Ship** (shipper's declaration) forms, airway bill copies, or manifests must be kept accessible in the lab. This includes all signed CBOC shipping manifests. **Save for 2 years per DOT!!**  
**(Supervisors: Keep a file in your lab section.)**
- ⦿ **Training documentation** must be accessible and kept in the lab until 90 days after employee's last date of employment with the facility.

## IN ADDITION...

**Grounds personnel** must have basic transportation and blood borne pathogen safety training.

**Any change** in lab needs or employee job responsibilities requires additional education and documentation.

**Ongoing:** Needs assessments, trainings, and records maintenance will be monitored by Supervisors, Quality Management, and Safety personnel.

# THANK YOU

Your compliance is appreciated.

Training Resources are available.

See Dr. Julie West or your immediate laboratory supervisor for additional information.