



Stanton Territorial Hospital

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Distribution:

Laboratory Safety Manual

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Document Name:

Movement and Transportation of Infectious Material or Toxins

Approved By:

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Status: **APPROVED**

PURPOSE:

To provide practical instructions for the movement and transportation of infectious material or toxins to prevent accidents and ensure that personnel are not exposed to biological materials during their movement or transport.

POLICY:

- B-0170 Biosafety Policy

DEFINITIONS:

- **Movement** – The action of moving material (including infectious material or toxins) from one physical location to another physical location in the same building. This can include movement within the same containment zone, to a different containment zone, or to another location within the same building.
- **Transportation** – The act of transporting (e.g., shipping or conveyance) infectious materials or toxins to another building or location (i.e., different address), within Canada or abroad, in accordance with the *Transportation of Dangerous Goods Act and Regulations*.

SPECIAL SAFETY PRECAUTIONS:

Personnel may prepare biomaterials for movement or transport if they are trained on use of correct packaging, safe transport of the materials, and have knowledge of emergency procedures in the event of an accident or spill.


Documented completion of the *Transportation of Dangerous Goods by Ground and Air* module in the LMS is **required** prior to shipping or receiving any infectious materials.

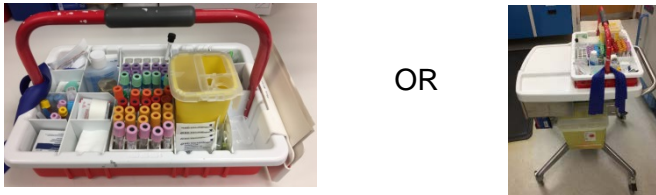
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PROCEDURE INSTRUCTIONS:

Step	Action
Hand-carrying Infectious Materials	
1	Place material in a tightly closed and secured leak-proof primary container.
2	If required, seal the container with a tightly fitted cap and wrap the closure with Parafilm™ or leak-proof tape.
3	Ensure the primary container is labeled to identify the material.
4	Wrap each primary sample tube with enough absorbent material to absorb leakage (liquid sample).
5	Place all primary samples in a sealable, leak-proof secondary container (specimen bag) labeled with a biohazard symbol.
6	Place any associated documentation in the outer pouch of the specimen bag.
7	

Step	Action
Movement of Primary Specimens to Lab Using a Collection Tray	
1	Primary specimens are collected in leak-proof primary containers using the closed tube method.
2	Ensure the primary container is labeled to identify the material.
3	Decontaminate the primary container, if required.
4	Place the primary specimen upright in the rack on the specimen collection tray.
5	Heavier loads shall be transported by cart with the material arranged in such a way as to minimize any loss of material should the cart strike an unseen object.
6	Transport the collection tray to the laboratory (by hand or by cart as appropriate).
7	

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Step	Action
Movement of Infectious Materials within or between Containment Zones	
1	The work area and procedures shall be arranged so as to minimize the number of required moves from one place to another within the laboratory and to reduce the possibility of breakage or a spill, or, if a spill should occur, to effectively contain the biohazard.
2	When possible, unbreakable and/or watertight containers shall be used.
3	If required, seal the container with a tightly fitted cap and wrap the closure with Parafilm™ or leak-proof tape.
4	Ensure the primary container is labeled to identify the material.
5	Decontaminate the primary container, if required.
6	Place the primary container(s) in a rack to keep them upright and prevent leaks while moving them.
7	Place absorbent material on each shelf of the cart being used for the movement of infectious materials. The cart has raised edges to further prevent spills.
	
8	Place the rack of samples carefully on the cart lined with absorbent material.
9	Move slowly and with caution whenever transporting infectious materials.

PERSONAL PROTECTIVE EQUIPMENT:

Wear clothing appropriate as per D0380 Dress Code (full length pants or clothing that fully covers the legs and ankles and closed toe/heel shoes) for movement through public areas. Do NOT wear personal protective equipment (gloves, gown, eye protection) in public areas.

Wear personal protective equipment suitable for the containment zone you are in when moving infectious materials within the containment zones.

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RELATED DOCUMENTS:

- B0170 Biosafety Policy
- D0380 Dress Code
- STH Biosafety Program Manual
- Transportation of Dangerous Goods by Ground and Air – Training Module for Healthcare Workers in the Northwest Territories.

REFERENCES:

Public Health Agency of Canada. (2015). *Canadian Biosafety Standard* (Second Edition ed.). Ottawa, ON, Canada.

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USC Environmental Health and Safety. (n.d.). *Fact Sheet - Transport of Biological Materials*. Retrieved December 29, 2017, from <https://ehs.usc.edu/files/biomatl-transport-fact-sheet.pdf>

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REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	29Dec17	Initial Release	C. Russell