Guidelines for Transportation of Biological Materials to and on the CU Denver | Anschutz Campuses

Definitions:

**Biological Materials**: Organic matter, matter that has come from a once-living organism; examples from the research laboratory: tissues, fluids from human (including patient specimens) or animal; tissue cultures, human or animal; culture plate of bacteria, microbes; these may be in tubes, flasks, petri dishes, etc.

**Transport**: carrying from research lab to research lab on the same floor, same building, another building on campus, another building off-campus (if this involves using a vehicle, Department of Transportation [DOT] regulations may apply if this is a regular occurrence).

I. **Proper packaging is:**

1. A leak-proof primary container: the capped tube, taped petri dish, capped flask, etc.
   a. tubes are placed in a rack or zip-lock bag
   b. petri dishes are placed in a zip-lock bag or taped closed
   c. culture flasks are capped and tightly closed

2. These are then placed in a hard sided, leak-proof secondary container with a lid (i.e. small cooler)
   a. This container should have enough absorbent material in it to absorb all of the liquid which might leak out or spill
   b. The container should be easily cleaned and disinfected between uses
   c. The container should have a “biohazard” sticker or sign on it. (Stickers can be supplied by EHS.)
   d. The outside of the secondary container should be wiped off with disinfectant before leaving the laboratory

II. **Proper attire and personal protective equipment (PPE):**

1. Proper laboratory attire should:
   a. Cover the legs (i.e. long pants or skirt to the ankle, NOT shorts or short skirt more than four inches above the ankle)
   b. Include close-toed shoes which cover the entire top of the foot and are fluid resistant

2. PPE:
   a. Lab coats must be buttoned up and gloves worn whenever biological materials are handled outside of the transport container (i.e. when packaging the materials, removing the materials, etc.)
   b. When preparation is completed, the outside of the transport container must be sprayed with disinfectant, gloves removed and wash hands (remember: sing Happy Birthday x2)
c. If person transporting the material will be removing it from the transport container at the destination laboratory, they should take along a lab coat and some gloves

d. GLOVES MUST NOT BE WORN OUT OF THE LABORATORY OR WHILE TRANSPORTING THE MATERIALS!!!!

III. Transport:

1. The freight elevator must be used to change floors or to leave the building. PASSENGER ELEVATORS MUST NEVER BE USED.

2. The transport container can be hand-carried to or from other buildings on campus or TO nearby off-campus laboratories (i.e. Bioscience 2, Bioscience Park, etc., Perinatal Research Facility [PRF]).

3. If transporting with a vehicle: the preferred method is to use an official university-owned vehicle.

   a. If a personal vehicle is used, the owner must be aware that the university's insurance policy will NOT cover any damage to the vehicle if it is involved in an accident.

   b. The owner's personal auto insurance should cover accidents if this activity is occasional.

   c. The packaging described above should help prevent any spills in the event of an accident.

   d. Should an accident occur during transport (either hand-carrying or via vehicle), an incident report must be submitted to the University's Risk Management Department (http://www.cu.edu/risk/file-claim)

Contact Biological Safety with questions.