

Transportation of biological material within/between containment zones

1. Purpose

To provide guidance on the proper procedures that need to be implemented when transporting biological material within University of Ottawa (uOttawa) campuses.

Note: If the transport of biological material accesses public roads, the Transportation of Dangerous goods (TDG) act and its regulations are applicable.

2. Intended Audience

- All authorized users working within Containment level 2 (CL2) laboratories.

3. Procedure

- Transport of agents between laboratories in a building or different buildings, must be done in such a manner as to prevent exposure to or release of the material into the environment in case of a spill.
- The biological material needs to be placed in a tightly capped leak proof primary container (For containers that can not be properly sealed such as plates, a zip lock bag can be utilized).
- The primary container needs to be labelled properly in order to identify the contents being transported.
- Place the primary container into a leak proof/lockable secondary container (should be easy to decontaminate).
- If transporting any liquid, include an absorbent pad within the secondary container in case of a spill during transport.
- If the sample being transported is an RG2 agent or above, the secondary container should be labelled with the universal biohazard symbol.
- Prior to movement between laboratories or buildings, make sure the secondary container is free of any contamination. Wipe the outside of the container if necessary. If too many containers are being transported, use a cart with guard rails for safety.
- Don't wear PPE during transport (i.e., in public spaces). Can bring necessary PPE for use at the destination if needed.

- The container must be taken to the intended laboratory without any deviation.
- If there is a spill during transport, keep people out of the area and clean the spill using appropriate disinfectant and PPE.
- Inform receiving laboratory personnel once the destination is reached.
- The secondary container should be inspected to make sure there is no leakage prior to opening it. Decontaminate with the appropriate disinfectant if needed.

Note: Only trained individuals can ship/receive substances that fall under Dangerous goods. The Transport of Dangerous Goods (TDG) training can be requested by emailing bio.safety@uottawa.ca. In the request for TDG training include the following info:

- Supervisor approval
- TDG standard or with the Air portion. (if you only ship via ground transportation you need the standard)
- Surname and last name
- uOttawa email address
- Language preference for the course

For more information on the documentation required for shipping biological materials please contact the Health and Safety group within your Faculty.

Note: Transfer of regulated material (RG2/RG3) within the University or outside collaborators needs approval from the Biosafety Risk Specialist. You can contact us at bio.safety@uottawa.ca.