



Stony Brook University Hospital  
 Environmental Health & Safety  
 Policy & Procedure Manual



Title: **Shipping of Infectious Substances**

Number	EH&S 8-8	Revision:	6/23/08	Date	6/05	Pages	3
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**PURPOSE:** To establish procedures for classifying, identifying, packing, marking, labeling and documenting the shipment of infectious substances to ensure safe and efficient shipment of these materials in compliance with regulatory requirements.

**SCOPE:** Hospital wide.

**POLICY:** All Category A and Category B infectious substances shall be transported in such a manner as to protect health and safety and to assure compliance with the International Air Transportation Association (IATA) and Department of Transportation (DOT) regulations.

**DEFINITIONS:**

**Shipper (Consignor):** one who offers for transport, infectious or diagnostic specimens

**Operator/Carrier:** individuals, courier companies (e.g., UPS, FedEx) or airlines that transport packages from point of origin to point of destination.

**Receiver (Consignee):** one who receives and signs for packages.

**Infectious Substances:** substances which are reasonably expected to contain pathogens.

**Category A Infectious Substance:** a substance which is transported in a form that, when exposed, is capable of causing permanent disability, life-threatening or fatal disease to humans or animals.

**Category B Infectious Substance:** an infectious substance which does not meet the criteria for inclusion in Category A.

**Diagnostic Specimens:** any human or animal material being transported for purposes such as research, diagnosis, investigational activities, disease treatment or prevention.(also known as Category B Infectious Substances)

**Pathogens:** are microorganisms (including bacteria, viruses, rickettsia, parasites, fungi) that are known to cause infectious disease in humans or animals.

**Proper Shipping Name:** used to describe a particular article or substance in all shipping documents and, where appropriate, on packaging.

**UN Number:** is of four digits assigned by the United Nations Committee of Experts on the Transportation of Dangerous Goods to identify a substance or a particular group of substances. The prefix UN must always be used in conjunction with these numbers (e.g., UN 2814).

**Shipper's Declaration Form:** legal document signed by the shipper which creates a contract between the shipper and the carrier.

## **PROCEDURES:**

### **I. Training**

- A. All personnel who ship or receive infectious substances must be trained. This training must be updated every twenty-four months or whenever there is a change in the Hazardous Materials Regulations (HMR) that affects the employee's work procedures.
  - 1. The responsibility to ensure that training is provided, whether to re-train current employees or to instruct new employees, is up to the affected department. Supervisors are responsible to see that employees are trained and should contact Environmental Health and Safety (EH&S) at 4-6783 for training arrangements.
  - 2. EH&S will determine specific training needs and deliver the training accordingly.
  - 3. Training must be commensurate with the employee's responsibilities and must include:
    - a. General familiarization training – familiarity with the general provisions
    - b. Function specific training – detailed training in requirements applicable to the function for which that person is responsible
    - c. Safety training – hazards presented by dangerous goods, safe handling, and emergency response procedures. Employees who are involved in the shipment of infectious substances must also be initially trained in bloodborne pathogens.
- C. Upon completion of the required course, participants will receive a training certificate to be maintained by the respective departments.

### **II. Recordkeeping**

- A. EH&S is responsible for keeping the training database records for two years.
- B. Departments are responsible for keeping the certifications of their staff on file.
- C. Departments are responsible for retaining copies of Shipping Declarations for two years.

**III. Packaging and Shipment**

- A. Departments are responsible to ensure that infectious substances are packaged, shipped, and received in compliance with the regulations. Specific information will be provided in training.
- B. Departments are responsible for obtaining the proper materials necessary to ship infectious substances in compliance with the regulations. Some companies that provide these UN approved package materials are: Saf-T-Pak, Exact, and Covance. These may include but are not limited to:

**Shipping Infectious Specimens**

- Triple Packaging:  
Watertight primary receptacle  
Watertight secondary packaging  
Outer packaging that meets standards
- Infectious/ Diagnostic refrigerated packaging (if needed)
- Shipper's Declaration for Dangerous Goods

**Shipping Diagnostic Specimens**

- Triple Packaging:  
Watertight primary receptacle  
Watertight secondary packaging  
Outer packaging that meets standards
- Infectious/ Diagnostic refrigerated packaging (if needed)
- Air bill

- C. Departments involved in the shipment or receiving of dangerous goods, should have a copy of the regulations IATA (International Air Transport Association) Dangerous Goods Regulations (49th Edition) on site for reference. To obtain a copy, contact IATA Publications Assistant, 800 Place Victoria, PO Box 113, Montreal, Canada H4Z 1M1; or call the DG Info Hot Line (514) 390-6770 / Customer Service (800) 716-6326; or go to [www.iata.org](http://www.iata.org)

**INQUIRIES/REQUESTS:** Environmental Health and Safety  
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Zip= 8017  
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**RELATED FORMS:**

**RELATED DOCUMENTS:** IATA(International Air Transport Association) Dangerous Goods Regulations 49CFR 172.700/IATA 1.5/Part 1.  
USDOT New Hazard Materials Transportation Regulations 49CFR106-108  
USDOT New Hazard Materials Transportation Regulations 49CFRHM181

USDOT New Hazard Materials Transportation Regulations  
49CFRHM 126F