Movement and Transportation of Biological Materials

Purpose
The purpose of this document is to provide guidance on how to properly move materials from one location to another location on campus. This could mean moving from one room to another room, or one building to another building. This process is vital to ensuring public spaces are not exposed to hazardous organisms.

Equipment Needed
- Primary containment device
- Secondary containment device
- Ziplock bags
- Biohazard sticker
- Tape or parafilm

Definitions
Movement - The action of moving (e.g., bringing, carrying, leading, relocating) people, material (including infectious material or toxins), or animals 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. Movement includes samples going to another lab or biohazard waste going to the Environmental Safety Facility (ESF).

Transportation – Transportation for the purposes of this document is the act of transporting (e.g., shipping or conveyance) infectious material or toxins to another location (i.e., different physical address), within Canada or abroad, in accordance with the Transportation of Dangerous Goods Act and Regulations.

Movement of Biohazards on Campus
1. Sample to be in a primary containment device such as a falcon or microfuge tube
2. Primary containment device to be
   a. Leak-proof
   b. labelled for sample identification
   c. surface decontaminated
   d. secured to prevent release of the biohazard (i.e. with tape or parafilm)
3. If using culture plates or flasks, which cannot be sealed, place the vessel in a zip-lock bag, which will be the primary containment device.

4. The primary containment device is placed in a secondary containment device.

5. The secondary containment device is:
   a. Made of durable plastic
   b. Smooth surfaces which area easy to decontaminate. No bumps, divitts, punctures, holes, or gaps.
   c. Gasket sealed by pressure or screw-cap
   d. Labelled with the biohazard symbol; small biohazard stickers can be obtained from the biosafety office; contact biosafety@uwaterloo.ca
   e. Surface decontaminated

6. Large samples are to be transported on a cart

7. Movement of biohazards may be prohibited based on import permit restrictions

Transportation of Biohazards
In Canada, infectious materials are prohibited from being sent by regular mail. As such there are specific packaging and handling guidelines for these materials. The following instructions outlines this process if you have an infectious material that needs to be shipped to another physical address (national or international).

1. Determine the TDG classification of the material

2. Package according to TDG requirements – for guidance see:
   http://www.tc.gc.ca/media/documents/tdg-
   eng/TDG_BULLETIN___SHIPPING_INFECTIOUS_SUBSTANCES.pdf

3. Contact Greg Friday at ext 35755 or by emailing gfriday@uwaterloo.ca

4. Note – international shipments will require customs documentation. For guidance contact:
   Christine Henderson at ext 32854 or by emailing chenderson@uwaterloo.ca