

MOVING AND TRANSPORTING BIOLOGICAL MATERIALS

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1.0 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, toxins, pathogens, or other related materials.

2.0 DEFINITIONS

Material Transfer

The term “Material Transfer” refers to the act of transferring ownership or granting use of a material to another person or institution.

Movement

The action of moving (e.g., bringing, carrying, leading, relocating) material (including infectious materials, organisms, or toxins) from one physical location to another physical location in the same building or same physical address. 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.

3.0 EQUIPMENT NEEDED

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

4.0 PROCEDURES

4.1 MOVING BIOHAZARDOUS MATERIAL ON CAMPUS

Note - Materials classified as Risk Group 2 (RG2) cannot be transferred to another person/institution without approval of a UW Biosafety Officer (BSO). RG2 materials can only be used in locations that have been permitted with a Biosafety level 2 (BSL2) designation and with approval of the BSO.

1. Sample should be in a primary containment device (E.g. a falcon or microfuge tube).
 - a. The primary containment device should be leak-proof, labelled for sample identification, surface decontaminated, and secured to prevent the release of the biohazard (i.e. with tape or parafilm).
2. If using culture plates or flasks that cannot be sealed, place the vessel in a zip-lock bag, which acts as the primary containment device.
3. Place the primary containment device in a secondary containment device. The secondary containment device should be made of durable plastic, have a gasket seal or screw cap, and have smooth surfaces that are easy to decontaminate (no bumps, divots, punctures, holes, or gaps).
4. Decontaminate the surface and label the secondary container with the biohazard symbol. Small biohazard stickers can be obtained from the safety office.
5. Transport large samples on a cart.
6. Moving biohazards may be prohibited based on import permit restrictions.

4.2 TRANSPORTING BIOHAZARDS

In Canada, infectious materials require specific packaging and handling guidelines and cannot be sent by regular mail. Follow the instructions below if you have an infectious material that needs to be shipped to another physical address (national or international).

- 1. If material is designated as RG2, STOP and contact a UW BSO for approval. Detailed instructions for the import/export of materials classified as RG2, can be found in Section 8.0 of the Biosafety Program Manual.**
2. Determine the TDG classification of the material
3. Package according to [TDG requirements](#).
4. Contact the ESF at ext 35755 or by emailing safety@uwaterloo.ca.
5. International shipments will require customs documentation. For guidance, contact [Procurement & Contract Services](#).