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Human Tissue Act
SOP – Transport of Human Tissue

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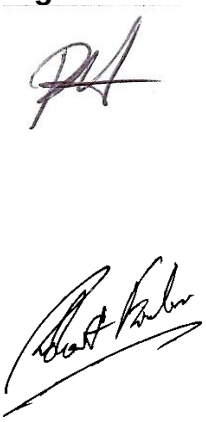
Reviewed: Dr Georgios Giamas **Designation:** Designated Individual School of Life Sciences **Reviewed:** Dr Robert Fowler **Designation:** Persons Designate School of Life Sciences	**Signature** 	**Date** 11/09/2017 11/09/2017
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Version	Date	Reason for Change
2.0	30/01/2013	Text change to ensure SOP numbering correct within document Amendment to delivery procedure
3.0	28/7/2014	To reflect merger of BSMS and SoLS practices for UoS
4.0	17/07/2017	Change to reflect the update to DI

1.0 Purpose

This standard operating procedure details the transport of samples.

2.0 Introduction

The integrity of human tissue samples must be protected at all times, necessitating special packaging and direct transport. There are regulations covering the transportation of hazardous materials by Road, Rail, Air and Sea and these regulations must be followed at all times when transporting human tissues/samples.

3.0 Procedure to be followed for transport using road/rail/air services

All samples collected from hospitals or clinics require appropriate secure transportation and packaging must comply with the regulations mentioned above and must be accompanied at all times. Passenger aircraft may allow material to travel in the hold as luggage but this must be cleared by the individual airline.

Packaging

The total packaging must include:

1. A watertight, leakproof primary receptacle
2. Watertight, leakproof secondary packaging

Both of which must be able to maintain their integrity at the temperature of transport paying special attention to packages that require shipment on dry ice (-79oC, -109oF)

3. Outer packaging of sufficient strength for its capacity, mass and intended use

For transport at ambient temperature the primary receptacle should be plastic, metal or glass. If screw caps are used they should be reinforced with adhesive tape to ensure a leakproof seal.

For transport in dry ice, the dry ice should be placed around the secondary packaging and the outer packaging must allow the release of carbon dioxide gas to avoid build up of gas and potential rupturing of packaging or explosion. (Dry ice sublimates 5-10lbs every 24 hours.)

There is clear guidance in document:
SPG 37 – **Guidance for Transporting dangerous material** see web pages:
http://www.sussex.ac.uk/lifesci/internal/servicesandsupport/healthandsafety/schoolpolicies/procedures

Shipping of samples to outside establishments must be arranged via the appropriate PD and a reputable courier (eg FedEx, DHL, World Courier) must be used.

Sample returns

In the case where material is undelivered and returned to sender the integrity of the samples must be checked before either resending or stored. If, for example, the sample has thawed and the integrity compromised, the material must be destroyed as outlined in the SOP/HTA/12 which covers disposal of human tissue.

In the case of returned material due to non-delivery an adverse event report will need to be completed, see SOP/HTA/9 and 9a

Labelling and paperwork

- Paperwork, including a contents list, covering letter, materials transfer documents and service level agreement etc., should be placed in waterproof packaging and placed between the secondary packaging and the outer packaging.
- Labels on the primary and secondary packaging should be waterproof and, where handwritten, should be in permanent ink. Labels on the outer packaging must be durable, legible and clearly visible. They should contain the delivery address and the senders' details.
- Hazard labels should be fixed according to guidance document SPG-37
- The PD must ensure that the appropriate Human tissue database is updated accordingly

Delivery

Records of delivery of human material to or from anyone working under research licence numbers 12119 (Life Sci) and 12561 (BSMS) must be kept. A record book for each site must be kept where the details of each shipment are documented. These details should include contact names, journey start point, destination, and AirWayBill information. A record of these details should be made in the log book on arrival and staff should have prior knowledge of expected shipments (in and out) so that material can be promptly collected and stored.

There should never be an instance where human material is in transit and unaccounted for.

If the package appears to be leaking or damaged, it should only be opened in a biological safety cabinet by personnel who are trained in spill clean-up procedures and are wearing appropriate personal protective equipment. The person for whom the parcel is intended should be notified immediately.

4.0 Transport around campus

- Around campus
    - If material is being carried around campus on foot, the carriage of dangerous goods regulations do not apply, but transportation around the campus should follow the guidance in section 3.

- For transportation within a building (i.e. from freezer to bench)
    - Material should be transported in appropriate containers. These should have secure, tight fitting lids (ideally fasten-able) and made of smooth, impervious material such as plastic or metal which would retain liquid in the event of a spillage and can be easy disinfected and cleaned.
    - Material should not be carried in hands, open trays, pockets or loose in plastic bags.
    - If the specimen container is a tube, ensure it is tightly capped and placed in a rack to maintain an upright position.

5.0 Training

All persons undertaking any role in the transport chain should be properly trained to carry out their responsibilities to the required standards. They must appreciate the risks involved and have an understanding of the relevant regulations.