

Guidance Document: Biohazardous Materials Transport on UW Campus

UW is exempt from the US Dept. of Transportation Hazardous Materials transport regulations (CFR49) when moving materials on campus or in a campus vehicle on roadways. However, we must still adhere to some safety guidelines when moving the materials.

Transport on campus not in a vehicle:

Applicable to transport between laboratories within a building (e.g. in stairwells, elevators, through public or non-lab spaces) and between laboratory buildings within a short distance (e.g. across street, down sidewalk, across parking lot) Transport by bicycle or scooter is discouraged.

Packaging and Labeling

- Specimen container
 - Leak-proof seal and labeled. Separate multiple specimen containers by padding to prevent breakage
 - Secure specimen to avoid shifting during transport
 - Higher risk infectious specimens should be enclosed within another leak-proof layer (e.g. clear plastic zip bag or smaller lidded bin) and the outside of that layer disinfected prior to placing into outer container
 - If biohazardous, include biohazard labeling on specimens or group of specimens in container
- Outer container
 - Leak-resistant with a secure lid, preferably a rigid container (e.g. plastic bin, box)
 - Use padding material to prevent shifting of inner containers
 - Label exterior with a contact name & phone, to/from information and with a description of the enclosed material hazard (e.g. biological specimen, tissue culture, bacterial culture, biohazard, etc.)
 - Labels must be legible and durable (water resistant is recommended)
 - Outer container must be clean – disinfect if necessary to remove laboratory acquired contamination

Handling

- Avoid moving large or fragile materials by hand if a cart is available for transport between laboratories, building floors or between buildings
- Take care when moving materials through public spaces or high traffic walkways
- Do not leave the package unattended

Safety

- Be prepared to clean a spill immediately if necessary
- Portable spill kits can be assembled easily: gloves, eyewear, disinfectant, absorbent material, hand sanitizer, waste disposal bag
- Have a means to contact someone for assistance or emergency services in the event of an incident

Transport in a campus vehicle on campus or to other campus locations:

Applicable to transport on roads by campus vehicle to another campus location

Transport by personal vehicle, public bus or taxi is discouraged. Bus or taxi drivers may not allow you to bring packages onto the vehicle at their own discretion. Contact UW Transportation Services, bus or taxi managing authority for policies in advance of transport. Transport by bicycle or scooter is discouraged.

Packaging and Labeling

- Use multiple leak-proof containment layers to house your specimen
- Specimen container
 - Leak-proof seal and labeled. Separate multiple specimen containers by padding to prevent breakage
 - Secure specimen to avoid shifting during transport

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- Secondary container
 - Leak-proof container (e.g. zip bag, lidded container)
 - Place absorbent material inside to contain accidental leaks
 - Disinfect the outside of this container prior to placing within the outer container
- Outer container
 - Secure closure but does not need to be leak proof. Preferably a rigid container with a secure lid (e.g. plastic bin, box)
 - Use padding material to prevent shifting of inner containers
 - Label the exterior with a contact name and phone number and with a description of the potential hazard (e.g. biohazard, flammable, carcinogen, toxic, etc.)
 - Labels must be legible (water resistant is recommended)

Handling

- Place package in a secure location within the vehicle to avoid tipping or shifting
- If possible, place package in an inconspicuous location in the vehicle (reduces risk of theft)
- Avoid moving materials by hand if a cart is available for transport to and from the vehicle. Take care when moving materials through public spaces or high traffic walkways
- Do not leave the package unattended

Safety

- Carry a spill kit in order to be prepared to clean up a spill quickly during transport
- Spill kits can be assembled easily: gloves, lab coat, eyewear, disinfectant, absorbent material, waste bag
- Be sure to have a means to contact emergency services in the event of an incident