

APPENDIX P

BIOLOGICAL MATERIALS TRANSFER

On-Site Transfers (Transfers to a Syracuse University Investigator)

Please follow the below requirements when transferring biological materials across Syracuse University property and streets.

- Inform the Syracuse University Biosafety Officer of your upcoming move and complete Biological Material Record of Transfer form 30 days prior to the anticipated move date. Principal Investigator receiving Biosafety Level 2 organisms must submit an application for possession, prior to use.
- Do not work alone. Never transport biological materials by yourself.
- During the move, all biological materials to be relocated must be transported using secondary containment. If the primary container is glass, the secondary container must be a sealed, rigid, unbreakable container. Place sufficient absorbent material between the primary and secondary containers to absorb all the volume being transported. Place a label on the container with the agent name and the name and phone number of an emergency contact.
- Wear appropriate personal protective equipment for the materials being handled (safety glasses or goggles, lab coat, gloves, closed-toe shoes, etc.).
- You may not transport biological materials in private vehicles.
- Package and move biological materials only during normal business hours (Monday - Friday 8:30 am – 5:00 pm) so support staff will be available to help if there is a spill or accident.
- Never move open containers of biological materials in elevators. Do not leave biological materials or other items in the corridors during moving.
- Materials that will be moved on public roads must be shipped using a qualified vendor and in compliance with the **Off-site Transfer Requirements**.
- Ensure that you have immediate access to adequate and proper materials for cleanup of a spill at any point during the move. The spill guidelines should always be observed.
- Revisit your old lab space. Have any materials been left? Are any hazardous materials or unknowns left in your old lab?
- Leave the material with a known responsible individual in the receiving lab. Do not leave the material unattended or with an unknown individual.

Off-Site Transfers

Please follow the below requirement when biological material will be moved on public property and roads.

- Advance arrangements must be made with the recipient and carrier when shipping infectious/hazardous materials. Failure to comply with federal and international regulations can result in refusal of the shipment by the airline, penalties of fines, and/or jail.
- Biological materials must be properly identified and packaged for shipping. Before a package is sent out you must consider the hazards that would occur if the package were to be damaged during transport, including the possible release and aerosolization of the specimen if the package were crushed. It is your responsibility to ensure correct identification, classification, packaging, labeling, marking and documentation of all shipments of potentially hazardous biological materials.
- It is against the law to carry infectious/hazardous materials on an airplane. For example, if you visit another lab and want to take an infectious substance back to your lab, you CANNOT carry that sample on an airplane. It must be shipped by some other means like FedEx or UPS.
- Several agencies regulate the shipping of biological and hazardous materials. The regulations are designed to protect those outside the institution who may come into contact with the package or be exposed to the specimen in the event of an accident. The Principal Investigator must ensure compliance with all of the applicable agencies and regulations listed below.

The International Air Transport Association (IATA) *Dangerous Goods Regulations*. Apply to shipments of infectious and hazardous substances via international and domestic air transportation. Currently, IATA has the most stringent requirements for transportation of infectious substances.

US Department of Transportation (DOT) *Hazardous Material Regulations*. Regulates the domestic transport of infectious and hazardous substances.

United States Public Health Service (PHS) *Interstate Transport of Etiologic Agents*. Regulates domestic transport of infectious agents.

United States Postal Service (USPS) *Domestic Mail Manual; Etiologic Preparations*. Covers all shipments made through the US Postal Service.

Occupational Safety and Health Administration *Bloodborne Pathogens*. Provides minimal packaging and labeling requirements for the transport of blood and body fluids.