# Directorate Specimen Transport Protocol

**Title:** Directorate Specimen Transport Protocol  

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The aim of this protocol is to outline the procedure to be followed when transporting specimens to the hospital laboratories

1. From collection point to Trust
2. Between Trust sites
3. From sites within the Trust

At all times the safety of individuals and staff members who come into contact with specimens is of prime importance.

**Legislation**


This describes pathology specimens as:

1. Infectious Substances, UN Class 6.2
2. Cultures
3. Medical or Clinical Waste

Other relevant pieces of legislation that cover handling and working with infectious substances from the patient through transport system to the laboratory and eventual disposal are:

1. The Control Of Substances Hazardous to Health Regulations 2004
2. Management of Health and Safety at Work Regulations 1999
3. Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2011

**Classification**

Specimens must be separated into Category A or Category B. Category A specimens are listed in Appendix A, all others are deemed Category B. A full list can be found at [http://www.hse.gov.uk/biosafety/blood-borne-viruses/transportation-of-infectious-substances.htm](http://www.hse.gov.uk/biosafety/blood-borne-viruses/transportation-of-infectious-substances.htm)

*It the responsibility of the sending clinician to define which category samples being sent fall into. For advice please contact Microbiology/Infection control.*

**Collection and Labelling of specimens for transport**

The person collecting the specimen must positively confirm the identity of the patient. All specimens must be collected into containers, recommended for the test requested, as described on the Laboratory Medicine site on the Oxford Clinical Intranet ([http://10.134.18.231/](http://10.134.18.231/-see left hand side of page under laboratory medicine) and the OUH website [http://www.ouh.nhs.uk/services/departments/laboratory-medicine/default.aspx](http://www.ouh.nhs.uk/services/departments/laboratory-medicine/default.aspx))

The person, who sends the specimen, must ensure that the primary container used is the appropriate one for the purpose is properly closed and is not externally contaminated by the contents. All materials used to collect the specimen must be safely disposed of in accordance with Trust Policy – Handling of Healthcare Waste.


*Specimens received leaking or in incorrect containers are unlikely to be processed.*
Instructions for labelling
The person sending the specimen should ensure that both specimen and request format are labelled with adequate information. The minimum requirements are

Required on both form and specimen:
- Full name (or coded identifier)
- Date of birth
- Hospital and / or NHS / or equivalent number

Required on request form:
- Gender if applicable for testing
- Information on the requestor
- Patient location if applicable for testing
- Full name and designation of sample taker
- Where to send results
- Who to contact in the event of a specimen breakage or leak.
- Relevant clinical information for the test(s) being requested
- Date and time of specimen collection.

Where appropriate use of the Trust EPR system will fulfil these requirements.

EXCEPTION: Samples for blood transfusion must conform to the Trust Transfusion Policy Labelling Requirements

Specimens containing infectious agents
Labels indicating a danger of infection must be used for specimens which are suspected of containing a hazard group 3 (or 4) pathogen or for specimens from patients known to be of High Risk. More details on what to label and the labels required can be found in the Microbiology user manual (page 5) on the Oxford University Hospitals Foundation Trust website (http://www.ouh.nhs.uk/microbiology/about/documents/lab-users-manual.pdf)
Or http://www.ouh.nhs.uk/services/departments/laboratory-medicine/default.aspx

- Specimens received unlabelled are unlikely to be processed.
- Specimens not requested via EPR which are not accompanied by a completed request card are unlikely to be processed.

All specimens should be transported in a suitable and timely fashion, so that they are of acceptable quality for processing on arrival.

Delays should be avoided as samples deteriorate and subsequent tests may fail; for example potassium analysis and blood cultures should arrive in the laboratory ideally within 4 hours of collection. Please see user manuals for further information or contact the relevant laboratory.

It is advised that samples are not collected where the specimen cannot be delivered within the timescale defined by the respective user handbook/manuals (where contact details can be found).
Packaging of specimens for transport

All specimens for transport to hospital laboratories must be packaged to Packing Instruction 650 (Appendix B). Specimens for transport to the laboratory are put into the bag attached to the completed request card, which is then sealed.

- Microbiology specimens (blue)
- Histopathology specimens (white)
- Immunology specimens (brown)
- Biochemistry and Haematology specimens (orange) can be packaged together in the same secondary bag.
- Transfusion (red)
- Genetics (white, download from user manual)

Multiple specimens from the same patient for the same laboratory can be placed in the same bag. Do not place samples from more than one patient or laboratory in the same bag. These bags are then placed into a second large, transparent, plastic bag, which should contain sufficient absorbent material to contain the liquid in all the primary containers. The second bag is sealed by means of an integral sealing strip and is clearly marked with a biohazard sign and the words ‘pathological specimens’.

These bags are then ready to be transported to the laboratory by suitably trained staff. Regardless of the method of transportation, specimens must be transported in a transport box with a fastened lid and labelled as detailed in Packing Instruction 650 (appendix 2). A formalin neutralising absorbent pad must be present in the transport box to neutralise any leakage from histology pots. The box must bear a warning label saying that the box must not be opened or tampered with and states a telephone number to be contacted if the box is found unattended. The box must be able to be easily disinfected and cleaned and must retain liquid in the event of leakage of a specimen. The recognised UN 3373 packaging mark must be clearly displayed on the external surface of the transport box.

Spillages and Breakages

It is important that spillages and breakages are dealt with immediately to minimise the risk to others. Further guidance for biological spillages is available at [http://orh.oxnet.nhs.uk/InfectionControl/decontamination and disinfection Document](http://orh.oxnet.nhs.uk/InfectionControl/decontamination and disinfection Document).

In the case of any spillage or breakage a Trust Datix Form must be completed.

Histological Specimens

If the spillage is the result of a dropped specimen for histological studies DO NOT treat as a biological spillage as these specimens are in Formaldehyde which must not be mixed with other chemicals/disinfectants.

Large Volume Spills

Large spillages may need drastic measures, including temporary evacuation of the area and involvement of the Emergency Services, utilising appropriate clothing and respirators. If the spill exceeds 2.5 litres or if the space wherein the spillage occurred is small and/or poorly ventilated the Fire Brigade should be notified immediately. The Histopathology department may be contacted for advice, if required, on 01865 220492 between 09.00 – 17.00 Monday to Friday or the on call Biomedical Scientist for Histopathology via the John Radcliffe switchboard on 01865 741166 outside of these hours for advice.
Small Volume Spills
A small volume spillage or leakage, although unpleasant, does not normally pose a major hazard, unless involving pre-sensitised individuals. Small spills should be either

1. Wiped up using a De formalizer pad or equivalent which will neutralize the formaldehyde, then placed into a yellow bag.

or

2. Cover with Formalin control granules or equivalent and follow manufacturer’s instructions for neutralization. Contact the Trust Waste Officer on 01865 226082 for instructions on disposal.

Spillages in Vehicles Transporting Specimens
Specimens being transported by road will be packed according to Packing Instruction 650 (Appendix B). The packages should be restrained in a safe way within the vehicle to prevent shaking. Following these guidelines will reduce the possibility of a specimen spilling or breaking in transport.

If the driver suspects a specimen is leaking from the secondary container they should contact Microbiology at the John Radcliffe Hospital on 01865 220850 during normal working hours (out of hours call specimen reception on 01865 220465 asking for senior staff)

Spillage or leakage of formalin occurring in the enclosed environment of transport vehicles is of particular concern. The Histopathology department may be contacted for advice, if required on 01865 220492, 09.00 – 17.00 Monday to Friday or the on call Biomedical Scientist for Histopathology via the John Radcliffe switchboard on 0300 304 7777 outside of these hours.

Method of transport
A patient may take a specimen via public transport as this is outside the European Agreement on the Transport of Dangerous Goods by Road (ADR) regulations.

A member of staff transporting clinical specimens as part of their work would be expected to comply with the ADR regulations.  

For specimens transported from a collection point e.g. GP surgery & for the transport of specimens between Trust sites e.g. Horton to JR

The standard method of transporting laboratory specimens is by using the South Oxfordshire Ambulance (SCAS) NHS Trust non-patient transport service.

SCAS transports all GP specimens between 08:00 – 18:00 Monday to Friday

Inter-site specimen transport - Hours 08:00-18:00 Monday to Friday
Horton to John Radcliffe and return
John Radcliffe, Churchill and Nuffield Orthopaedic Centre (NOC) and return
Collection points
John Radcliffe  Level 4 specimen reception
Churchill  Laboratory Medicine block 4 (air tube 14)
NOC  Porter’s lodge main entrance
Horton  Pathology laboratory

It is the responsibility of the SCAS NHS Trust to maintain a regular transport service thus ensuring that specimen quality is not compromised through any excessive delay.

Outside of SCAS transport services normal working hours a routine periodic service is supplied between the JR, Churchill and NOC by City Sprint.

Collection points
John Radcliffe  Level 4 specimen reception
Churchill  Main porter’s lodge at the main entrance (air tube 14)
NOC  Porter’s lodge main entrance
Horton  Pathology laboratory

Use of City Sprint for specimen transport
On the Horton site outside of normal hours the laboratory staff will arrange transport to the JR as necessary.
Horton laboratory contact number for urgent specimens out of hours: 01295 229369

JR, Churchill and NOC sites
‘Urgent’ specimens will need to be sent by City Sprint courier service. Each specimen must conform to the double, sealed bag system and must have adequate absorbent material to absorb any leakage or spill contained within the original sealed bag. The double-bagged package must then be put into a transport container, compliant with UN3373 (See Appendix B), which is clearly labelled with the destination laboratory and marked ‘Urgent’ to ensure urgent specimens are delivered to the laboratory on reaching the hospital site.

City Sprint Contacts
Day time local number is 01865 749444 with a call centre 0207 880 1115
Out of Hours call centre 01442 281 483

For the transport of specimens within Trust sites
1. Pneumatic (air) tube system
This is the preferred method of specimen transport for specimens not in formaldehyde. All clinical areas are strongly advised to make maximum use of the air tube system to reduce delays in specimen transport time.

The Horton, Churchill & JR sites have a pneumatic (air) tube system that allows rapid transport of samples from ward to laboratory. A separate policy is available that covers the safe use of this equipment and the samples that can be sent using this route. (http://orh.oxnet.nhs.uk/Estates/Document%20Library/Procedures%20and%20Other%20Documents/air%20tube%20procedure.pdf)
2. Portering staff

Porters should only be used for the transport of samples where the air tube system is not available or not appropriate. All sites have a portering service that can be contacted to deliver specimens in the event of a breakdown or for delivery of specimens not suitable for transport by the pneumatic (air) tube system.

- At the JR, they can be contacted by telephoning extension 40404 or via email: jhelpdesk@carillionplc.com.
- On the Churchill site they can be contacted by telephoning extension 25024
- On the Horton site the duty portering staff can be contacted by bleeping 502 or 514.
- On the NOC site the portering staff can be contacted by 38010

There are no regular collections by Porters with the exception of Churchill retained estate (see appendix C for timetable).

For the transport of specimens through the post

Royal Mail Group plc will not accept a package that contains UN2814 or UN2900 infectious substances, Category A, as classified at 6.2 of the Technical Instructions for the Safe Transport of Dangerous Goods by Air published by ICAO. It will accept Category B diagnostic specimens provided they are packaged to PI650 requirements. Full details may be accessed on the Royal Mail website (http://www.royalmail.com/business/services/sending/parcels-uk/safebox)

For the transport of specimens from a laboratory to another organisation (i.e. referral laboratory)

Each laboratory will have their own documented procedures for transport of these specimens which are available on request. Laboratory contact numbers can be found in the user manuals on the Oxford University Hospitals NHS Foundation Trust website http://www.ouh.nhs.uk/services/departments/laboratory-medicine/default.aspx

Education & Training

Any person liable to be involved in the handling and transportation of pathology specimens from the patient to the laboratory must be fully trained in the procedures contained within this document. This is the responsibility of the managers and supervisors in the relevant areas.

Audit and monitoring of compliance with protocol

It is the responsibility of the Pathology Directorate to periodically seek sufficient assurance that:

1. External contractors that transport or handle samples
2. Senders of specimens

are compliant with the contents of this protocol. This will be performed by means of periodic audits examining various aspects of the transport process. These will be recorded formally and actions or learning opportunities shared with users.

Reference documents used in the compilation of this protocol

- Working with ADR – An Introduction to Carriage of Dangerous Goods by Road, HSE 2005
- Patient Sample and Request form Identification Criteria. Institute of Biomedical Science
• Transport of Infectious Substances; best practice Guidance for Microbiology Laboratories. Department of Health, June 2007
• Transport of Infectious Substances. Department for Transport, Revision 3 November 2006
• Carriage Regulations. Health and Safety Executive (http://www.hse.gov.uk/cdg/regs.htm)
• Infection at Work: Controlling the Risks. Advisory Committee on Dangerous Pathogens (https://www.gov.uk/government/policy-advisory-groups/advisory-committee-on-dangerous-pathogens)
• NHS Health and Safety Issues. Department of Health 1997 HSG (97)6 (www.dh.gov.uk)

Useful Websites
• www.nhs.uk NHS Website
• www.versapak.co.uk Pathology Transport Bags and Packs
• www.dgpgroup.com Pathology Specimen Transport Packaging
• http://www.saftpak.com/ Safety Pack
• www.royalmail.com Royal Mail
• www.hse.gov.uk Health and Safety Executive
• www.hpa.org.uk Health Protection Agency
• www.who.int World Health Organisation
• http://www.iata.org/Pages/default.aspx Dangerous Good Regulations (DGR). International Air Transport Association (IATA)
## Appendix A: Category A Specimens

### 2: Indicative Examples of Infectious Substances Included In Category A

<table>
<thead>
<tr>
<th>UN Number and Name</th>
<th>Micro-organism</th>
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<tbody>
<tr>
<td>UN 2814</td>
<td>Infectious substances affecting humans</td>
</tr>
<tr>
<td></td>
<td><em>Bacillus anthracis</em> (cultures only)</td>
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<tr>
<td></td>
<td><em>Brucella abortus</em> (cultures only)</td>
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<tr>
<td></td>
<td><em>Brucella melitensis</em> (cultures only)</td>
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<tr>
<td></td>
<td><em>Brucella suis</em> (cultures only)</td>
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<tr>
<td></td>
<td><em>Burkholderia mallei</em> - <em>Pseudomonas mallei</em> – Glanders (cultures only)</td>
</tr>
<tr>
<td></td>
<td><em>Burkholderia pseudomallei</em> – <em>Pseudomonas pseudomallei</em> (cultures only)</td>
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<tr>
<td></td>
<td><em>Chlamydia psittaci</em> - avian strains (cultures only)</td>
</tr>
<tr>
<td></td>
<td><em>Clostridium botulinum</em> (cultures only)</td>
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<tr>
<td></td>
<td><em>Coccidioides immitis</em> (cultures only)</td>
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<tr>
<td></td>
<td><em>Coxiella burnetii</em> (cultures only)</td>
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<tr>
<td></td>
<td>Crimean-Congo haemorrhagic fever virus</td>
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<tr>
<td></td>
<td>Dengue virus (cultures only)</td>
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<td></td>
<td>Eastern equine encephalitis virus (cultures only)</td>
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<td></td>
<td><em>Escherichia coli</em>, verotoxigenic (cultures only)</td>
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<td></td>
<td>Ebola virus</td>
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<td></td>
<td>Flexal virus</td>
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<td></td>
<td><em>Francisella tularensis</em> (cultures only)</td>
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<td></td>
<td>Guanarito virus</td>
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<td></td>
<td>Hantaan virus</td>
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<td></td>
<td>Hantavirus causing haemorrhagic fever with renal syndrome</td>
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<td></td>
<td>Hendra virus</td>
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<td></td>
<td>Hepatitis B virus (cultures only)</td>
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<td></td>
<td>Herpes B virus (cultures only)</td>
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<tr>
<td></td>
<td>Human Immunodeficiency virus (cultures only)</td>
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<td></td>
<td>Highly pathogenic avian influenza virus (cultures only)</td>
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<td></td>
<td>Japanese Encephalitis virus (cultures only)</td>
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<td></td>
<td>Junin virus</td>
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<td></td>
<td>Kyasanur Forest disease virus</td>
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<td>Lassa virus</td>
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<td>Machupo virus</td>
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<td>Marburg virus</td>
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<td></td>
<td>Monkeypox virus</td>
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<td></td>
<td><em>Mycobacterium tuberculosis</em> (cultures only)</td>
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<tr>
<td></td>
<td>Nipah virus</td>
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<td></td>
<td>Omsk haemorrhagic fever virus</td>
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<td></td>
<td>Poliovirus (cultures only)</td>
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<td></td>
<td>Rabies virus (cultures only)</td>
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<td></td>
<td>Rickettsia prowazekii (cultures only)</td>
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<td></td>
<td>Rickettsia rickettsii (cultures only)</td>
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<td></td>
<td>Rift Valley fever virus (cultures only)</td>
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<td></td>
<td>Russian spring-summer encephalitis virus (cultures only)</td>
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<tr>
<td></td>
<td>Sabia virus</td>
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<td></td>
<td><em>Shigella dysenteriae type 1</em> (cultures only)</td>
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<tr>
<td></td>
<td>Tick-borne encephalitis virus (cultures only)</td>
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<tr>
<td></td>
<td>Varicella virus</td>
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<tr>
<td></td>
<td>Venezuelan equine encephalitis virus (cultures only)</td>
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<tr>
<td></td>
<td>West Nile virus (cultures only)</td>
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<tr>
<td></td>
<td>Yellow fever virus (cultures only)</td>
</tr>
<tr>
<td></td>
<td><em>Yersinia pestis</em> (cultures only)</td>
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Appendix B: Packing Instruction

PI620 – For Category A Specimens and applies to UN 2814
PI650 – For Category B Specimens and applies to UN 3373

**PACKAGING INSTRUCTION PI620 – for Category A Specimens**

This instruction applies to UN 2814.

The following packagings are authorized provided the special packing provisions are met (see below). Packaging should be UN-type approved and consist of:

1. **Inner packaging’s comprising:**
   a. Leak-proof primary receptacle(s);
   b. A leak-proof secondary packaging;
   c. Other than for solid infectious substances, an absorbent material in sufficient quantity to absorb the entire contents placed between the primary receptacle(s) and the secondary packaging; if multiple fragile primary receptacles are placed in a single secondary packaging, they shall be either individually wrapped or separated so as to prevent contact between them.

2. A rigid outer packaging of adequate strength for its capacity, mass and intended use. The smallest external dimension shall be not less than 100 mm.

**Additional Requirements:**

Inner packagings, containing infectious substances, shall not be consolidated with inner packaging’s containing unrelated types of goods. Complete packages may be over packed, such an over pack may contain dry ice.

Other than for example consignments, e.g. whole organs which require special packaging, the following additional requirements shall apply:

1. **Substances consigned at ambient temperatures or at a higher temperature.** Primary receptacles shall be of glass, metal or plastics. Positive means of ensuring a leak proof seal shall be provided, e.g. a heat seal, a skirted stopper or a metal crimp seal. If screw caps are used, they shall be secured by positive means, e.g. tape, paraffin sealing tape or manufactured locking closure.

2. **Substances consigned refrigerated or frozen.** Ice, dry ice or other refrigerant shall be placed around the secondary packaging(s) or alternatively in an over pack with one or more complete packages marked in accordance with regulatory requirements. Interior supports shall be provided to secure secondary packaging(s) or packages in position after the ice or dry ice has dissipated. If ice is used, the outer packaging or over pack shall be leak proof. If dry ice is used, the outer packaging or over pack shall permit release of carbon dioxide gas. The primary receptacle and the secondary packaging shall maintain their integrity at the temperature of the refrigerant used.

3. **Substances consigned in liquid nitrogen.** Plastic primary receptacles capable of withstanding very low temperatures shall be used. The secondary packaging shall also be capable of withstanding very low temperature, and in most cases will need to be fitted over the primary receptacle individually. Provisions for the consignment of liquid nitrogen shall also be fulfilled. The primary receptacle and the secondary packaging shall maintain their integrity at the temperature of the liquid nitrogen.

4. **Lyophilized substances** may also be transported in primary receptacles that are flame-sealed glass ampoules or rubber-stoppered glass vials fitted with metal seals.

Whatever the intended temperature of the consignment, the primary receptacle or the secondary packaging shall be capable of withstanding without leakage an internal pressure differential of not less than 95 kPa and temperatures in the range -40°C to +55°C

**Special packing provisions for infectious substances (Division 6.2)**

Consignors of infectious substances shall ensure that packages are prepared in such a manner that they arrive at their destination in good condition and present no hazard to persons or animals during transport. Liquids shall be filled into packagings, including IBCs, which have an appropriate resistance to the internal pressure that may develop under normal conditions of transport.

For UN 2814 and 2900, an itemised list of contents shall be enclosed between the secondary packaging and the outer packaging. When the infectious substances to be transported are unknown, but suspected of meeting the criteria for inclusion in Category A and assignment to UN 2814 or UN 2900, the words “suspected Category A infectious substance” shall be shown, in parentheses, following the proper shipping name on the document inside the outer packaging.

Before an empty packaging is returned to the consignor, or sent elsewhere, it shall be thoroughly disinfected or sterilized and any label or marking indicating that it had contained an infectious substance shall be removed or obliterated.
**PACKAGING INSTRUCTION P1650**

This packing instruction applies to UN 3373

1. The packaging shall be of good quality, strong enough to withstand the shocks and loadings normally encountered during carriage, including trans-shipment between vehicles and containers and between vehicles or containers and warehouses as well as any removal from a pallet or overpack for subsequent manual or mechanical handling. Packaging’s shall be constructed and closed to prevent any loss of contents that might be caused under normal conditions of carriage by vibration or by changes in temperature, humidity or pressure.

2. The packaging shall consist of three components:
   a. a primary receptacle
   b. a secondary packaging; and
   c. an outer packaging.

3. Primary receptacles shall be packed in secondary packaging in such a way that, under normal conditions of transport, they cannot break, be punctured or leak their contents into the secondary packaging. Secondary packaging shall be secured in outer packaging with suitable cushioning material. Any leakage of the contents shall not compromise the integrity of the cushioning material or of the outer packaging.

4. For transport, the recognised label, diamond in shape stating UN3373, shall be displayed on the external surface of the outer packaging on a background of a contrasting colour and shall be clearly visible and legible. The width of the line shall be at least 2mm; the letters and numbers shall be at least 6mm high.

5. The completed package shall be capable of successfully passing the drop test set out in the regulations except that the height of the drop test shall not be less than 1.2m. The smallest external dimension of the outer packaging shall not be less than 100mm.

6. For liquid substances:
   a. The primary receptacle(s) shall be leak-proof
   b. The secondary packaging shall be leak-proof.
   c. If multiple fragile primary receptacles are placed in single secondary packaging, they shall be either individually wrapped or separated to prevent contact between them.
   d. Absorbent material shall be placed between the primary receptacle(s) and the secondary packaging. The absorbent material shall be in quantity sufficient to absorb the entire contents of the primary receptacle(s) so that any release of the liquid substances will not compromise the integrity of the cushioning material or of the outer packaging.
   e. The primary receptacle or the secondary packaging shall be capable of withstanding, without leakage, an internal pressure of 95 kPa (0.95 bar).

7. For solid substances:
   a. The primary receptacle(s) shall be siftproof.
   b. The secondary packaging shall be siftproof.
   c. If multiple fragile primary receptacles are placed in single secondary packaging, they shall be either individually wrapped or separated to prevent contact between them.

8. Refrigerated or frozen specimens: Ice, dry ice and liquid nitrogen:
   a. When dry ice or liquid nitrogen is used to keep specimens cold, all applicable requirements of these Regulations shall be met. When used, ice or dry ice shall be placed outside the secondary packaging or in the outside packaging or an overpack. Interior supports shall be provided to secure the secondary packaging in the original position after the ice or dry ice has dissipated. If ice is used the outside packaging or overpack shall be leak-proof. If carbon dioxide, solid (dry ice) is used, the packaging shall be designed and constructed to permit the release of carbon dioxide gas to prevent a build-up pressure that could rupture the packaging’s and shall be marked “Carbon dioxide, solid” or “Dry ice”.
   b. The primary receptacle and the secondary packaging shall maintain their integrity at the temperature of the refrigerant used as well as the temperatures and the pressures that could result if refrigeration were lost.

9. Infectious substances assigned to UN 3373 and are packed and marked in accordance with this packing instruction are not subject to any other requirement in these Regulations.

10. Packaging manufacturers and subsequent distributors shall provide clear instructions on filling and closing such packages to the consignor or to the person who prepares the package (e.g. patient) to enable the package to be correctly prepared for transport.

11. If any substances has leaked or has been split in a vehicle or container, it may not be reused until after it has been thoroughly cleaned, and, if necessary disinfected or decontaminated. Any other goods or articles carried in the same vehicle or container shall be examined for possible contamination.
Appendix C: Portering services

JRH: Carillion
There are no routine portering rounds, the majority of the clinical areas have air tubes installed and they are the preferred method to get a sample to the laboratories. If a porter is required phone Carillion Helpdesk 40404.

Churchill: G4S
There are no routine collections from the new build with Air-Tubes installed. In the retained estate there are 5 portering rounds Monday to Friday. In the areas with an Air Tube it should be used to send samples to station 14 (Laboratory Medicine) which will divert to the Porters when the laboratory is closed.

Porter starts at Lab Medicine, Block 4 and will deliver any specialist testing samples to the other labs on the Churchill site during the round. He will complete back at Laboratory Medicine. For more urgent requests call helpdesk 35353

Route:
Lab Medicine
Immunology Lab
Sleep Labs
Chest Clinic
Ward 16
GU Medicine
DNA/Cyto Genetics
Tarver Dialysis
Ward 15
Urology OPD
Renal OPD
Tissue Typing
Sobell House
OCDEM OPD
Geoffrey Harris
John Warin Ward OPD
John Warin Ward
Haemophilia
Lab Medicine

Times:
8:30 to 9:00
10:10 to 10:40
12 noon to 12:30
14:30 to 15:00
16:30 to 17:00

Nuffield Orthopaedic Centre: G4S
There are no routine specimen collection rounds. The porters can be called on 38010 to collect specimens.

Horton Hospital: (In house NHS)
There are no scheduled portering rounds, single jobs can be booked by call to Bleep 514. Telephone 29039

Air Tube is available to send samples to laboratory from Laburnum Ward, MAU, Brodey Centre, and A&E.