

## Transportation of Biological Samples

**Last Reviewed Date:** 01/22/2016

**Effective Date:** 12/15/2013

**Applies To:** Faculty, Staff, Students, Others

**For More Information contact:** EHS, Biological Health and Safety Manager at 860-486-3613

### I. Purpose

Biological materials often need to be transported by research and diagnostic laboratory personnel. The majority of these samples do not meet the United States Department of Transportation definition of a Hazardous Material (Dangerous Good). This policy will provide guidance to University personnel transporting biological samples.

### II. Scope

This policy applies to the transport of biological samples by University of Connecticut faculty, staff and students at the Storrs and regional campuses.

This policy applies to the transport of biological samples between University of Connecticut campuses, between locations on a University of Connecticut campus, or to and from non-University of Connecticut sites.

This policy does not apply to the transport of University of Connecticut samples by a commercial carrier or service. Federal and International regulations will apply to shipments made by a commercial air or ground transport company.

### III. Policy Statement

University personnel will follow the procedure outlined below to document, label and package biological samples when they are transporting the samples.

### IV. Enforcement

Violations of this policy may result in appropriate disciplinary measures in accordance with University Laws and By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, and the University of Connecticut Student Conduct Code.

**V. Definitions**

Biological samples are any materials taken from humans or animals, living or dead, fresh or preserved (cells, tissues, organs, blood and body fluids), cultures, suspensions or lyophilized prokaryotic or eukaryotic microorganisms, viruses, sub-viral particles, recombinant products, or parasites used for diagnostic or research purposes.

Public roads at the Storrs campus include Storrs Road (Rt. 195), North Eagleville Road, South Eagleville Road (Rt. 275), Hunting Lodge Road, Birch Road, Bone Mill Road and Rt. 44.

**VI. Procedures**

- a. Transporting biological samples between buildings on the University of Connecticut campuses.

Transportation may be on foot or in a vehicle on university roads. Samples must be in closed leak-proof labeled primary containers. Liquid samples must be surrounded by absorbent material in a secondary container. Samples must be clearly labeled. Laboratory contact information must be in or on the outer container. Samples must not be transported on the campus shuttles. If it is necessary to transport samples on any public roads in any vehicle, follow the packaging requirements for transporting biological samples between campuses or non-university sites.

- b. Transporting biological samples between University of Connecticut campuses.

Samples must be in closed leak-proof labeled primary containers. Liquid samples must be packed in a secondary container and surrounded by enough absorbent material to contain any liquids and absorb any shock during transport. Samples must not be carried in the passenger compartment of the vehicle. Documentation must accompany the materials at all times. The University of Connecticut Research Sample Transportation form must be used as documentation and submitted to Environmental Health and Safety for each trip.

- c. Transporting Biological Samples between a University of Connecticut campus and a non-university affiliated site.

Samples must be in closed leak-proof labeled primary containers. The samples must be packed in a secondary container and surrounded by enough absorbent material to contain any liquids and absorb any shock during transport. Samples must not be carried in the passenger compartment of the vehicle. Documentation must accompany the materials at all times. The University of Connecticut Research Sample Transportation form must be submitted to Environmental Health and Safety for each trip.

Research Sample Transportation forms can be found at <http://www.ehs.uconn.edu/forms/index.php> under Biological Health and Safety.