PURPOSE:

The research and clinical enterprise occasionally involves transport of biological materials from one location to another. In general, movement or ground transport of regulated materials is covered by the DOT Hazardous Materials Regulation (HMR) only when they are considered to be “in commerce” and transported over public highways. Biological materials transported in a personal vehicle for use in university activities (projects, research, etc.) is generally not considered to be “in commerce.” It is highly recommended that university vehicles be used whenever possible.

This SOP outlines procedures to:

- **HAND CARRY**: Safely hand-carry biological materials within the university and between labs/buildings/clinics through public areas.
- **TRANSPORT IN PRIVATE MOTOR VEHICLE**: Safely transport non-infectious biological materials and non-pathogenic cultures (ie. exempt patient specimens, human/animal blood, tissues, body fluids, body parts, cells, cell lines, DNA, plasmids, etc.) in a personal motor vehicle that is used exclusively for that purpose during the transport. These biological materials fall under the exceptions category of 49CFR 173.134 Class 6, Division 6.2—Definitions and exceptions, and do not meet the DOT division 6.2 definition of Infectious Substance. Biological materials meeting the definition of HMR Infectious Substances, division 6.2, Category A or B, shall not be transported in a personal vehicle. See Classification flow chart (last page of this SOP.)

**Note: UT System policy, UTS157, 3.4, Personal (Non-University-Owned Vehicles)**. Employees are strongly discouraged from using personal vehicles for conducting official University business. The employee’s personal auto insurance will be primary at all times when the employee utilizes their own vehicle to conduct official University business. For more information, see the UT System policy at the following link: http://www.utsystem.edu/board-of-regents/policy-library/policies/uts157-automobile-insurance-coverage-officers-and-employees

The DOT Hazardous Material Regulations (49 CFR Parts 171-180) regulates the movement of Division 6.2 Infectious Substances and are regulated when carriage is considered to be "in commerce". The scope of this SOP does not cover shipping, in which biological materials are shipped by a commercial carrier (ie. FEDEX, etc.). Biological materials offered to a shipper must conform with DOT Hazardous Materials Regulation (HMR) and/or IATA regulations.

**Definitions: § 173.134**

Revision date: May 13, 2014
**Infectious Substance:** The U.S. Department of Transportation (DOT) and the International Air Transportation Association (IATA) define an infectious substance as a material known or reasonably expected to contain a pathogen. A pathogen is a microorganism (including bacteria, viruses, rickettsiae, parasites, fungi) or other agent, such as a proteinaceous infectious particle (prion), that can cause disease in humans or animals.

**Culture:** An infectious substance containing a pathogen that is intentionally propagated. Culture does not include a human or animal patient specimen as defined below.

**Patient Specimen:** Human or animal material collected directly from humans or animals and transported for research, diagnosis, investigational activities, or disease treatment or prevention. Patient specimens include excreta, secreta, blood and its components, tissue and tissue swabs, body parts, and specimens in transport media (e.g., transwabs, culture media, and blood culture bottles).

**Biological Product:** Virus, serum, toxin, antitoxin, vaccine, blood, blood component, allergenic product, or analogous product, or arsphenamine or derivative of arsphenamine (or any other trivalent arsenic compound) applicable to the prevention, treatment, or cure of a disease or condition of human beings or animals.

**SCOPE:**
This SOP is intended for all UT Health Science Center personnel (including but not limited to faculty, staff, residents, students, volunteers) who need to either hand-carry biological materials or transport biological materials in their personal vehicle. This SOP covers all UT Health Science Center at San Antonio Campuses and leased spaces, including transport of biological materials between campuses/buildings and between other entities (including but not limited to hospitals, clinics, other universities, specimens collected during home visits, etc.) to and from UT Health Science Center facilities.

**PROCEDURE FOR HAND CARRYING BIOLOGICAL MATERIALS**

<table>
<thead>
<tr>
<th>REQUIREMENTS FOR PRIMARY CONTAINER</th>
<th>• Place material in a primary (specimen) container that is leak-proof and secured with a tight-fitting cap, parafilm, or lab tape.</th>
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</table>
| REQUIREMENTS FOR SECONDARY CONTAINER | • All biological materials that are hand carried from lab to lab, hospital to lab, etc. must also be packaged in secondary containment.  
• Place the primary containers in a secondary transport container that is also sealed. Secondary containment should be of a nature such that if sample broke or spilled, the secondary container would contain the spilled material. The secondary container may be a plastic box with tight fitting lid, cooler with sealed lid, etc.  
• Place absorbent material (diapers, absorbent towels, pads) around the primary containers for transport of liquids.  
• These materials may be moved on a cart or other device between rooms or buildings. |
| REQUIREMENT FOR LABELING | • The outer secondary transport container shall be labeled with a biohazard symbol if carrying specimens of human/non-human primate origin or any infectious agent risk group 2 or higher. |
| PERSONAL PROTECTIVE EQUIPMENT | • Personal Protective Equipment (PPE), gloves, shoe covers, etc., shall not be worn in public corridors or areas. Personnel should take extra clean gloves or other PPE with them. |
| SPILLS | • In the event of a spill of a biological material in a public corridor or area, secure the area and notify EH&S and UTPD, if needed. |
| SECURITY | • Do not leave packages or containers unattended. Personally |

Revision date: May 13, 2014
deliver the package to the personnel in the lab. Lab personnel should check for leaks on delivery.

- Opening the package: Open package in lab with appropriate safety equipment (Personal Protective Equipment, Biosafety cabinet). Universal precautions shall be employed in the clinical/research area. This includes washing hands after package is delivered.

### Procedure for Transport of Biological Materials in a Personal Vehicle

- Environmental Health and Safety (EH&S) encourages the use of university-owned vehicles rather than personal vehicles when transporting materials off grounds to another UT Health Science Center facility or collaborator. Accidents during movement or transportation of any of these materials can result in serious harm to persons and property. Release and spills of these materials may involve police and HazMat responders including clean-up and cost of recovery.
- **Under NO circumstances may public transportation (e.g. buses, trolleys, private taxis, etc.) be used for transport of work-related Biological Materials.**

#### Personal Transport Vehicle

- Personnel shall have a valid driver’s license issued by the state where they permanently reside that is not currently suspended or revoked. (UTS157)
- Personnel must carry auto liability insurance that meets the minimum requirements in their state of residence. (UTS157)
- U.T. System Hired/Non-Owned policy of insurance is secondary to the employee’s personal auto liability insurance in the event of a claim or litigation. (UTS157)
- Personal vehicle shall have a valid registration and current inspection sticker.
- During transport of biological materials, the personal vehicle shall only be used for that purpose.
- No visitors, family members, etc. shall be in the vehicle when used for transport of biological material.
- Travel directly from the pick-up location to the drop off point.

#### Requirements for Specimen and Transport Container

- Triple packaging should be employed.
- Primary specimen containers should be watertight and leak-proof. If the specimen container is a tube, ensure it is tightly capped and placed in a rack to maintain an upright position. The caps on tubes can be wrapped with parafilm to ensure that there is no leakage.
- Secondary container: Single tubes can be placed in a Ziploc bag with the biohazard label on the bag. Absorbent (paper towels,
kimwipes, diaper pads, etc.) should be placed inside the bag or in the transport box.

- When transporting multiple primary containers, package them in a manner that will prevent damage to the containers. For example, if you are preparing to transport a number of vacutainers, place these in a rack or tube holder that will prevent contact between the tubes. If possible, place rack inside a large Ziploc bag.
- Triple packaging: Place specimen containers and racks in robust, leak-proof plastic or metal transport boxes with secure, tight fitting covers. For additional containment, the transport box, which may be a cooler, can be placed inside a rigid plastic type box with lid. Place absorbent inside the container.
- Specimen data forms, identification data or list of contents (scientific name) and quantity (amount in mls) should accompany each transport box.
- Secure the transport boxes in the transport vehicle.

**LABELING**

- Label each transport box appropriately, consistent with its contents. Label the transport container with a biohazard symbol if transporting human or non-human primate material. Infectious agents shall not be transported in private motor vehicle.
- The name and telephone number of an emergency contact person, and the receiver's name, address and telephone number. Specimen data forms and identification data should accompany each transport box, if applicable.
- A list of biological material should accompany the transport container.

**PERSONAL PROTECTIVE EQUIPMENT**

- Personal Protective Equipment (PPE), gloves, shoe covers, etc., shall not be worn in public corridors or areas. Personnel should take clean gloves or other appropriate PPE with them.

**SPILLS**

- Keep a spill kit containing absorbent material, an appropriate disinfectant, a leak-proof waste container and PPE (gloves) in the transport vehicle.
- In the event of a spill of a biological material, notify your supervisor and EH&S and UTPD.

**SECURITY**

- Travel directly from the pick-up location to the drop off point.
- During transport, vehicle should only be used for that purpose.
- Do not leave packages unattended. Personally deliver the package to the personnel in the lab.

**RECEIVING PACKAGES OR SPECIMENS**

- Before opening a package, shipment should be examined for the following:
  - Proper paperwork and labeling
  - Package integrity
  - Leaking packages: report any leaking packages to the sending department and the PI. Contact EH&S if necessary.
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<td>to assist in cleanup.</td>
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