




Guidelines for Transportation of Biological Materials to and on the CU Denver | Anschutz Campuses

Definitions:

Biological Materials: Organic matter, matter that has come from a once-living organism; examples from the research laboratory: tissues, fluids from human (including patient specimens) or animal; tissue cultures, human or animal; culture plate of bacteria, microbes; these may be in tubes, flasks, petri dishes, etc.

Transport: carrying from research lab to research lab on the same floor, same building, another building on campus, another building off-campus (if this involves using a vehicle, Department of Transportation [DOT] regulations may apply if this is a regular occurrence).

I. Proper packaging is:

1. A leak-proof primary container: the capped tube, taped petri dish, capped flask, etc.
 - a. tubes are placed in a rack or zip-lock bag
 - b. petri dishes are placed in a zip-lock bag or taped closed
 - c. culture flasks are capped and tightly closed
2. These are then placed in a hard sided, leak-proof secondary container with a lid (i.e. small cooler)
 - a. This container should have enough absorbent material in it to absorb all of the liquid which might leak out or spill
 - b. The container should be easily cleaned and disinfected between uses
 - c. The container should have a “biohazard” sticker or sign on it.  (Stickers can be supplied by EHS.)
 - d. The outside of the secondary container should be wiped off with disinfectant before leaving the laboratory

II. Proper attire and personal protective equipment (PPE):

1. Proper laboratory attire should:
 - a. Cover the legs (i.e. long pants or skirt to the ankle, NOT shorts or short skirt more than four inches above the ankle)
 - b. Include close-toed shoes which cover the entire top of the foot and are fluid resistant
2. PPE:
 - a. Lab coats must be buttoned up and gloves worn whenever biological materials are handled outside of the transport container (i.e. when packaging the materials, removing the materials, etc.)
 - b. When preparation is completed, the outside of the transport container must be sprayed with disinfectant, gloves removed and wash hands (remember: sing Happy Birthday x2)

- c. If person transporting the material will be removing it from the transport container at the destination laboratory, they should take along a lab coat and some gloves
- d. GLOVES MUST NOT BE WORN OUT OF THE LABORATORY OR WHILE TRANSPORTING THE MATERIALS!!!!

III. Transport:

1. The freight elevator must be used to change floors or to leave the building. PASSENGER ELEVATORS MUST NEVER BE USED.
2. The transport container can be hand-carried to or from other buildings on campus or TO nearby off-campus laboratories (i.e. Bioscience 2, Bioscience Park, etc., Perinatal Research Facility [PRF]).
3. **If transporting with a vehicle:** the preferred method is to use an official university-owned vehicle.
 - a. If a personal vehicle is used, the owner must be aware that the university's insurance policy will NOT cover any damage to the vehicle if it is involved in an accident.
 - b. The owner's personal auto insurance should cover accidents if this activity is occasional.
 - c. The packaging described above should help prevent any spills in the event of an accident.
 - d. Should an accident occur during transport (either hand-carrying or via vehicle), an incident report must be submitted to the University's Risk Management Department (<http://www.cu.edu/risk/file-claim>)

Contact [Biological Safety](#) with questions.