

Training Sheet for Receipt of Biologics

The following provisions should be incorporated into the Standard Operating Procedures for receipt of packages containing infectious substances or diagnostic specimens. The recipient or receiving facility should be familiar with the sender. The sender should coordinate logistics of shipment with the recipient. The recipient should notify the sender once the shipment has been received and examined. *Appendix B is optional for review for laboratories that may import infectious substances.*

Receiving Samples: Wear gloves, a lab coat, and eye protection when opening packages containing infectious substances or diagnostic specimens. Have disinfectant readily available to use in the event that a primary sample container is found damaged. If you find a sample container broken, use forceps or other mechanical means to remove the broken glass and place it into a sharps container for disposal.

Package Delivery: The Principal Investigator or personnel to whom the package is addressed should be notified of its arrival. Before being opened the shipment should be examined for the following before being brought into the laboratory:

- **Package integrity:** The package should not be leaking or appear damaged in any way. If it is, notify the PI immediately. Disinfection & clean-up materials should be available for spills.
- **Proper paperwork and labeling:** The label and accompanying documentation should be examined and this information given to the PI, the recipient or other designated personnel. Review the following documents:
 - **Example of Proper Labeling and Marking of Infectious Substance or Diagnostic Specimen Package**
 - **Sample Dangerous Goods Declaration – Appendix A.**

Use the following precautions when opening the package: The package should be opened in a room that has the appropriate biosafety level rating for the material received (e.g., a lab receiving BL 2 materials should have a BL 2 notation on the door & meet BL 2 requirements). See checklists at:

<http://www.umich.edu/~oseh/BL2checklist.pdf>

A Class II biological safety cabinet provides the best protection and is most suitable for opening and handling incoming specimens of BL-2 organisms. Laboratory coats, gloves and appropriate eye protection must be worn. If the package appears leaking or damaged, it should only be opened in a biological safety cabinet by personnel trained in spill clean-up procedures wearing appropriate personal protective equipment. Handle damaged or leaking shipments as biological spills. Report damaged or leaking shipments to OSEH at 763-6973.

The following steps should be taken when handling a leaking package:

- Surround package with absorbent.
- Place leaking package in another box and seal.
- Place sealed box in plastic bag and seal bag.
- Place entire package in an outer carton for return to sender or for proper disposal.
- Flood affected surfaces and rinse rubber gloves with bleach (1/10 dilution- freshly prepared), and let stand for 15 minutes.
- Wipe surfaces, place waste materials in autoclave bag.
- If an employee may have been exposed to the leaking material, wash the affected area for 15 minutes, and then contact UM Occupational Health Provider, MWorks (998-8788) for additional medical follow-up.

Acknowledgment of Training – Training Sheet for Receipt of Biologics

I have reviewed the reference materials included in this training sheet. I understand that I should call Occupational Safety and Environmental Health (OEH) at 763-6973 if I have any questions about Shipping and Receiving Infectious Substances or Diagnostic Specimens.

UM ID Number _____

Signature _____

Print Name _____

Date Completed _____

Please fax acknowledgement of training to:

**OEH Biosafety
(734) 763-1185**

Appendix B

Responsibilities of the Receiver for Importation of Infectious Substances:

1. Obtain the necessary authorization(s) from national authorities for the importation of the material.
2. Provide the sender with the required import permit(s), letter(s) of authorization, or other document(s) required by the national authorities;
3. Arrange for the most timely and efficient collection on arrival;
4. Immediately acknowledges receipt to the sender.

Shipments should not be dispatched until:

- Advance arrangements have been made between the sender, carrier and receiver.
- The receiver has confirmed with the national authorities that the material may be legally imported.
- The receiver has confirmed that there will be no delay incurred in the delivery of the package to its destination.

Example of Proper Labeling and Marking of Infectious Substance Package

Proper shipping name, technical name and UN number of infectious substance

Shipper info and phone number of person responsible for the Class 6.2 shipment

Consignee info and phone number

Orientation marks on 2 opposing sides of box

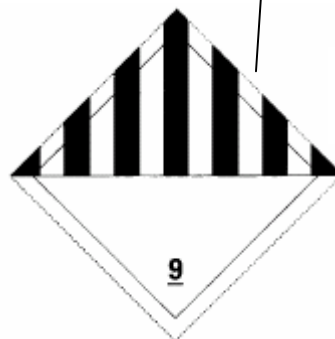
UN compliant packaging certification mark



Class 6.2 (infectious) label

Dry Ice Name
UN number
And quantity label
[if applicable]

DRY ICE
UN 1845
___ KG NET WT



Class 9 (dry ice) label
[if applicable]



Note: Biohazard symbol required on diagnostic specimen package

