

<p>Training/Education and Guidance for Receipt of Biohazardous Materials</p> <p>Version 2/13/2017</p>	<p>DePaul University Office of Research Services Institutional Biosafety Committee 1 East Jackson Blvd Chicago, Illinois 60604-2201 email: orp@depaul.edu Phone: (312) 362-7593 Web: http://offices.depaul.edu/ors/Pages/default.aspx</p>
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Introduction:

The U.S. Department of Transportation (DOT) regulates shipping and receiving of biologics as Dangerous goods. The International Air Transport Association (IATA) regulates shipments if they are transported by air. Anyone who prepares a hazardous material for shipment must be trained to classify, pack (including proper containment procedures), label, and prepare manifests for the materials being shipped. Regulations do not outline training requirements for persons receiving biohazardous shipments. However, given the potential for harm to individuals unpacking hazardous materials, it is important for such personnel to have a basic understanding of biosafety principles related to packaging in order to avoid potential injury or exposure.

Scope:

This training/education guidance applies to DePaul faculty, staff, or students who are responsible for receiving shipments of potentially biohazardous materials. If an individual is responsible for shipping or transporting biohazardous materials, additional shipping and transport training is required.

Principal Investigator Responsibilities:

The Principal Investigator (PI) is responsible for ensuring that any person assigned the responsibility for receiving and unpacking biohazardous materials has read and understands this training/education guidance document and that documentation of training is provided to the IBC with the specific protocol submission. Additionally, the PI must ensure that personnel are knowledgeable regarding the specific risks related to the biohazardous material they are handling. If injury or illness occurs, the PI is responsible for ensuring that personnel report the injury to the Office of Environmental Health and Safety at DePaul (<http://rmehs.depaul.edu/Environmental%20Health%20and%20Safety/index.html>) and that personnel receive necessary medical care or treatment, if needed.

Personnel assigned the task of receiving biohazardous materials should be provided with informational materials that describe the potential risks related to the material they will be

handling. Personnel should understand the shipment type or category, the required type of packaging or containment standards, and shipment labeling requirements.

Infectious agent categories include:

- Infectious Substances (Category A)
- Infectious Substances (Category B)
- Patient Specimens
- Genetically modified organism or microorganisms

Any PI wishing to receive a select agent must contact Jennifer Graham in the Office of Environmental Health and Safety at (773) 325-4201.

Procedures:

Employees must review the information in this document and then sign and date the bottom of the document certifying that they have completed training/education for receipt of Biohazardous materials.

Shipments of biohazardous materials must be received (generally) by the person to whom it is addressed. This is usually accomplished by the use of a certified carrier such as Federal Express or UPS. The PI or personnel to whom the package is addressed should be notified when the package arrives. The recipient should be familiar with the sender, having had previous communications with the sender regarding shipment and expected arrival date. The recipient should notify the sender once the materials have been received and examined for damage.

Biologics should be received in a designated and secure area of the laboratory. Personnel should have at-hand and utilize all appropriate personal protective equipment and containment devices (i.e., biological safety cabinets or chemical fume hoods). Before accepting delivery, the package should be carefully examined and inspected for damage or leakage indicated by broken or improperly sealed containers. If the package is rejected (not accepted) due to damage or leakage, the carrier should work with the shipper to resolve the problem.

Before being opened, the package 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 (i.e., holes or no longer sealed properly). If the package is leaking or damaged, the PI should be notified immediately, if they are not the person inspecting the package. Appropriate disinfecting agents and clean up materials should be available for spills.
- **Proper paperwork and labeling:** The label and accompanying documentation should be examined and this information should be given to the PI or the recipient. The paperwork

should be examined for use of proper labeling and marking of the Infectious substance or diagnostic specimen.

- The recipient should be familiar with the proper labeling requirements for the type of hazard they are receiving.
- The recipient should be familiar with properly completed shippers Declaration of Dangerous Good paperwork.

The recipient should use proper precautions when opening the package.

- The package should be opened in a room that has the appropriate biosafety level rating for the type of material being received. Laboratories should be inspected and approved for BSL-2 materials by the Office of Environmental Health and Safety before materials are received.
- The recipient should wear gloves, a lab coat, and protective eye protection when opening packages containing infectious substances or diagnostic specimens. Additional personal protective equipment (PPE) may be required depending upon the type of biohazardous agent being received.
- Disinfectant should be readily available to use in the event that a primary container is found to be damaged. If the package contains broken glass, use forceps or other mechanical means to remove the broken glass and dispose of the broken glass into proper containers.
- The package should be examined to ensure it was properly packaged according to the biohazardous materials category being shipped (i.e., primary receptacle, absorbent material, secondary packaging, and outer packaging).
- The outer package should be opened first and then the secondary container removed. Due to the possibility that the primary container may have leaked, the secondary container should be wiped down with an appropriate disinfectant before it is opened. If the primary container has leaked, all packaging materials should be placed in a biohazard bag and autoclaved or appropriately disinfected before disposal.
- If the package is leaking or damaged, it should be opened in a biological safety level 2 (BSL-2) cabinet by personnel trained in proper procedures for spill clean-up. Depending upon the size of the spill and the type of biohazardous material, the spill may need to be reported to DePaul Public Safety (if after hours, weekends or holidays) and the Office of Environmental Health and Safety at (773) 325-4201 during the normal work day. See the DePaul Emergency Operations Plan for details (<http://publicsafety.depaul.edu/download/DePaul%20Emergency%20Operations%20Plan%2020100610.pdf>).
- If the package is leaking, the recipient should follow spill clean-up procedures as outlined in the DePaul University Institutional Biosafety Committee (IBC) Policy and Procedure Manual.

Responsibilities of the Receiver for Importation of Infectious Substances

- Be sure to obtain the necessary authorization(s) from national authorities for the importation of the materials.
- Provide the sender with the required permit(s), letter(s) of authorization, or other document(s) required by the authorities to ship the materials
- Arrange for timely receipt of the package upon arrival
- Send an acknowledgment of receipt to the sender as soon as possible after receipt of the package.
- The shipment must not be sent until all advance arrangement between the sender, carrier, and receiver have been made, the receiver has confirmed with the appropriate national authorities that the material may be legally imported, and the receiver has confirmed that there will be no delay in delivery of the package.

Assurance of Training Completion:

I have reviewed the information in this training/education document and any additional information necessary to ensure that I understand the risks related to the type of materials I will be receiving, the required packaging and shipment documentation for the type of materials I will be receiving, and appropriate safety procedures in the event of a spill. I understand that I should contact the Office of Environmental Health and Safety at (773) 325-4201 during business hours or the DePaul Public Safety Office (<http://publicsafety.depaul.edu/index.asp>) in non-business hours or during weekends or holidays in the event of a spill or if I have questions regarding receiving shipments of biohazardous materials.

Printed Name: _____

Signature: _____

Date completed: _____

[Please send a completed copy to the IBC/Office of Research Services with the IBC protocol materials.]