



# Standard Operating Procedure

## Transportation of Biological Specimens

**I. POLICY:** The Puerto Rico Clinical and Translational Research Consortium (PRCTRC) ensure the safety and well-being of employees, students, and laboratory personnel in the transportation of bio specimens.

**II. PURPOSE:** The objective of this Standard Operating Procedure (SOP) is to outline the proper transportation of samples in route to the Puerto Rico Clinical and Translational Research Consortium laboratory located in room number 122. This procedure also ensures that the integrity of the specimens is preserved for accurate analysis by the receiving laboratory.

**III. Area(s) of Responsibility:** This SOP applies to the Principal Investigator (PI), laboratory personnel, research staff, and all authorized collaborators including students and research participants.

**IV. Procedures:** When transporting biological materials within the facility, it is necessary to use appropriate packaging, containers, labels, personal protective equipment and handling procedures.

1. Specimens should be collected with universal precautions.
2. After proper labeling of the sample, it should be kept in a leak-proof bag with the biohazard symbol. If the sample is going to be transported at ambient temperature, this bag should then be placed in another bag containing adequate packing material (like tissue paper, cotton, etc.) to absorb liquid if leakage occurs accidentally.
3. This package should then be placed preferably in a plastic box and should be sealed securely.
4. In the event the specimen requires refrigeration in the transport, this outer container will be placed inside a cooler having ice packs to maintain proper cold chain system during transit. The cooler should be sealed securely.
5. Transport containers must have Biohazardous label affixed. Labels that may be used include the standard "BIOHAZARD" symbol; another warning label that may also be included is the standard "BLOOD AND

BODY FLUID PRECAUTIONS" label. All labels must be visible and with the following information:

- Name and phone number of the study coordinator
  - Originating building and room number
  - Destination building and room number
  - Inventory and description of the biohazards of content ( for example, blood, cervical samples)
  - Instructions to call the study coordinator if the container is lost or misplaced
6. Specimens should be sent to the laboratory as soon as possible.
  7. Transportation shall be accomplished in such a way as to minimize any damage to the specimens or containers.
  8. Materials must not be left at a receiving area or in an office or laboratory unless a responsible individual takes custody of the material.
  9. Persons transporting, processing and/or shipping specimens will maintain training documentation as required per Institutional Biosafety Committee policy.

#### **V. Exposure Control:**

1. In the event of a spill of biological materials in transport, call 787-766-3062 (OSLI-Office for Safety in Research Laboratories), and/or 787-758-2525, ext. 1054/1707 (CASSO-Occupational, Health, Safety and Environment Office).
2. If a potential exposure occurs, notify the Occupational Health Clinic, 787-758-2525, ext. 2913.