

# PACKAGING & TRANSPORT OF BIOLOGICAL MATERIAL CHECKLIST

## 1. PRIOR TO TRANSPORT

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- Have you consulted your local **Technical Manager** to assist with the packaging and transport of your biological material? Please include the name of the TM at the end of the checklist.
- Have you determined the Category of your Biological Material? See Appendix 1.
- Have you determined the mode of Transport:  Air,  Road,  Rail,  Internal
- Have you determined the type of packaging required for the mode of transport? See Appendix 2.
- Have you informed with the recipient of the intention to ship and the intended mode of transport?
- Have you determined that the recipient has the authority and infrastructure required to receive the shipment?
- Have you confirmed if a Material Transfer Agreement is required, and if so, has it been implemented?

## 2. APPROPRIATE PACKAGING FOR EXTERNAL TRANSPORT (tick all applicable)

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- Category A:** Biological materials packed in a **triple**-containment, high integrity packaging, as illustrated in the accompanying Appendix 3 for air transport
- Category B:** Biological materials packed in a **triple**-containment secure package, as illustrated in the accompanying Appendix 4 for air transport
- Category C (Exempt Category):** Biological materials packed in a **triple**-containment secure package, as illustrated in the accompanying Appendix 4 for air transport
- Category B and C Biological materials:** packed in a **basic triple**-containment secure package when transported by road or pedestrian, as illustrated in the accompanying appendix 5
- Packaged and labelled by **qualified commercial courier? OR,**
- Packaged and labelled by **internal IATA qualified VU personnel and/or with assistance from local Technical Manager?**

## 3. APPROPRIATE PACKAGING FOR INTERNAL TRANSPORT (between or within VU sites)

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- Basic triple-containment packaging for Internal Transport between buildings and campuses, as illustrated in the accompanying Appendices 5 and 6.
- PRIMARY PACKAGING
  - Must be sealed, i.e. an Eppendorf tube sealed with tape/Parafilm, a petri dish sealed with tape/Parafilm, a bag of waste that has been secured closed (e.g. zip ties)
  - Must be surrounded by enough absorbent material to soak up the volume of liquid inside
- SECONDARY PACKAGING
  - Must be sealed in watertight leak-proof packaging
- TERTIARY/OUTER PACKAGING
  - Must be sealed and be of rigid, solid and durable construction (e.g. solid esky)
  - Must be clearly labelled (common esky must be labelled 'no food or drink')

- Must be larger than a 5cm cube. NB: polystyrene esky is NOT suitable, unless housed in a snugly fitting cardboard box

#### 4. CORRECT LABELLING & DOCUMENTATION FOR MODE OF TRANSPORT: Air, Road, Rail, or Internal (tick all applicable)

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- [Biohazard symbol](#)
- Dangerous Goods label/s, as applicable (e.g. DG Class 6.2 for infectious material, DG Class 9 Miscellaneous for dry ice)
- [UN Number](#)
- [IATA Shipper's Declaration for Dangerous Goods](#)
- Consignment note or airway bill
- Brief description of the contents
- Name and contact phone number of a Researcher, Technical Manager, or the Biosafety Manager
- Name and contact phone number of recipient
- All applicable risk assessments must be completed (especially relevant for internal transport)
- Documented procedure for dealing with spills. Note that a spill kit should be available during transportation, e.g. the location of the nearest spill kit must be known, or a spill kit carried during transport.

#### 5. ALL PACKAGING, LABELLING, MARKING AND DOCUMENTATION CHECKED

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- Appropriate mode of transport for the type of biological material
- Appropriate packaging for the type of biological material
- All labelling and supporting documentation checked and correct

#### CHECKLIST REVIEW / DETAILS OF MATERIAL & TRANSPORT

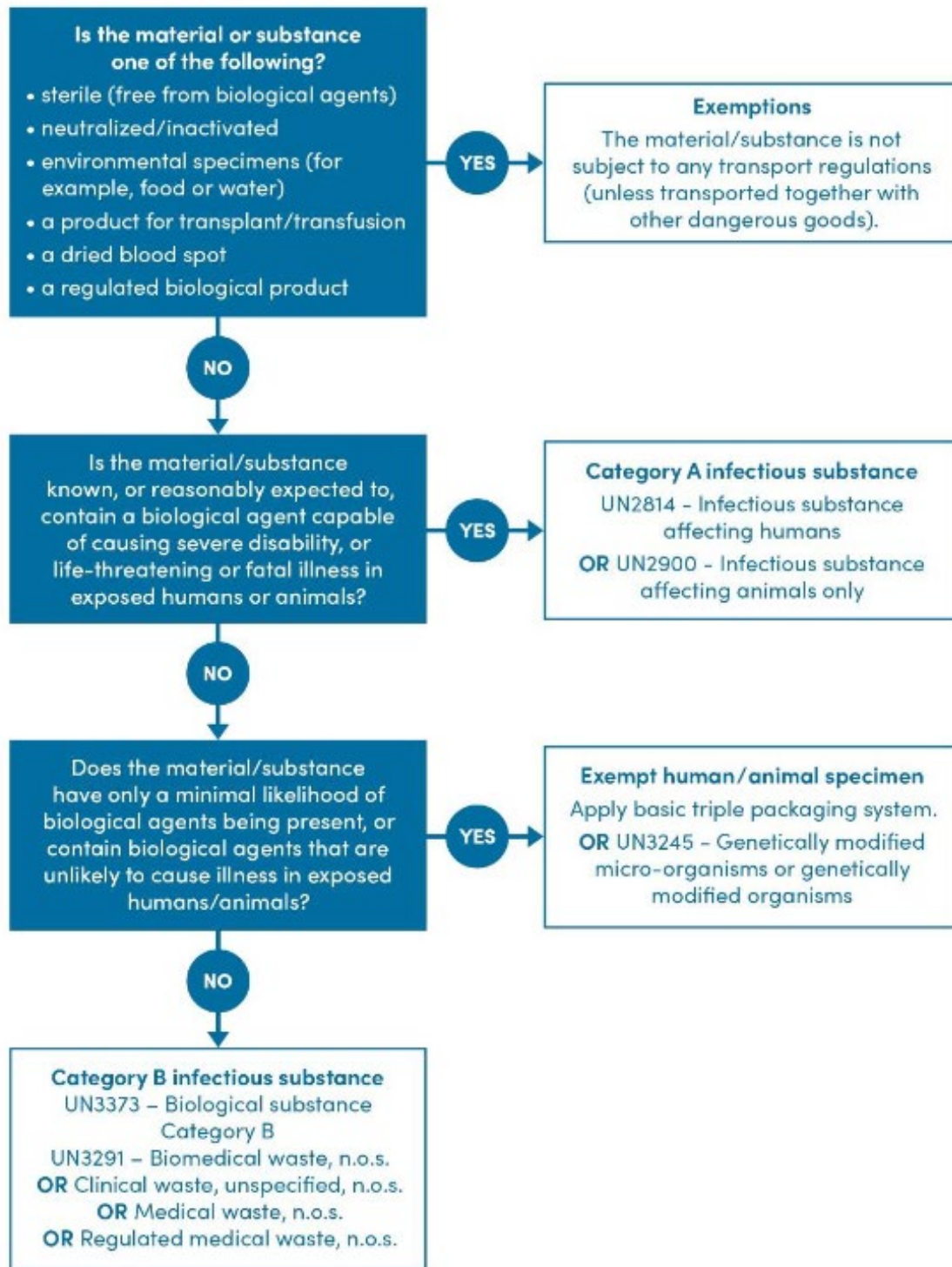
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- Researcher/sender name:**
- Technical Manager name:**
- Description of material:**
- Commercial Courier** (if applicable):
- Dispatch date:**

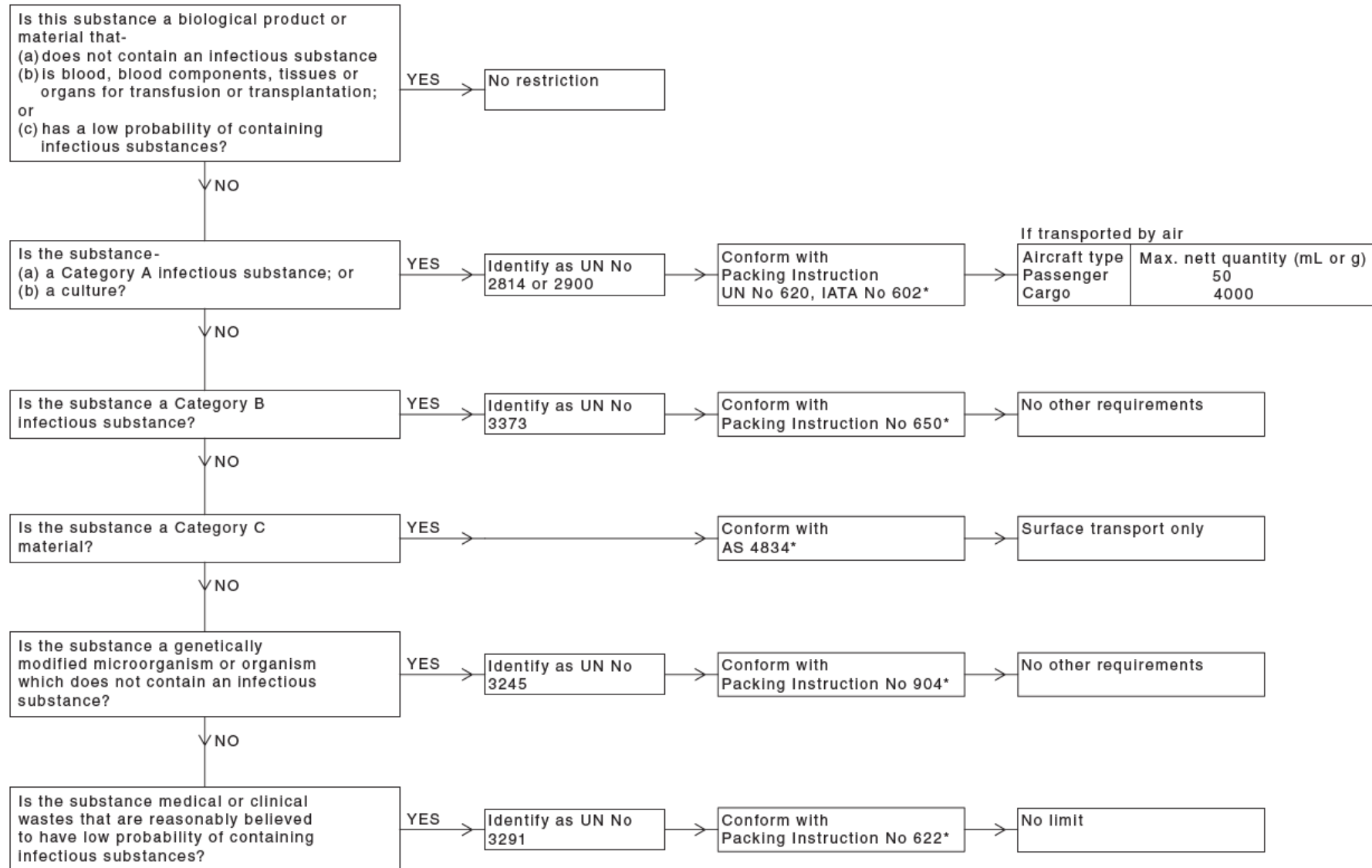
**NB: Immediately notify the Biosafety Manager of any adverse events that occur during transport.**

**Appendix 1:** A simplified overview of the process of defining and classifying infectious substances



(Source: [WHO Guidance on regulations for the transport of infectious substances 2021-2022](#))

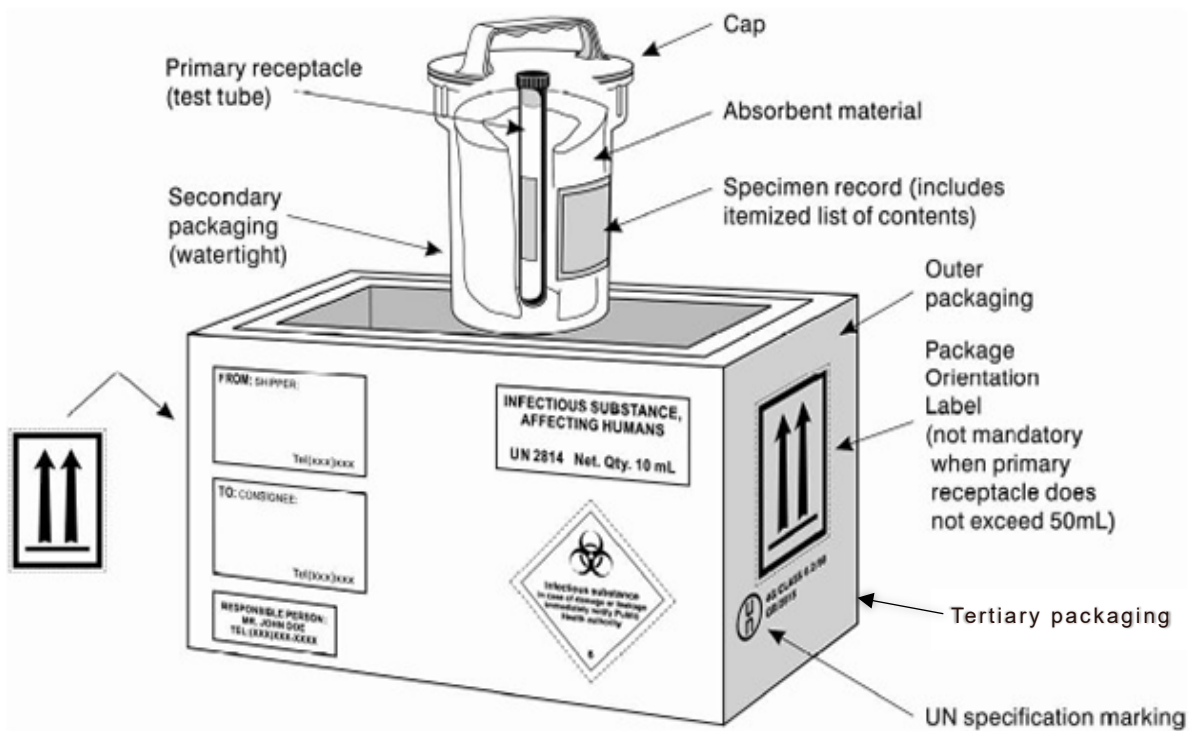
## Appendix 2: Summary of biological material packaging instruction classification



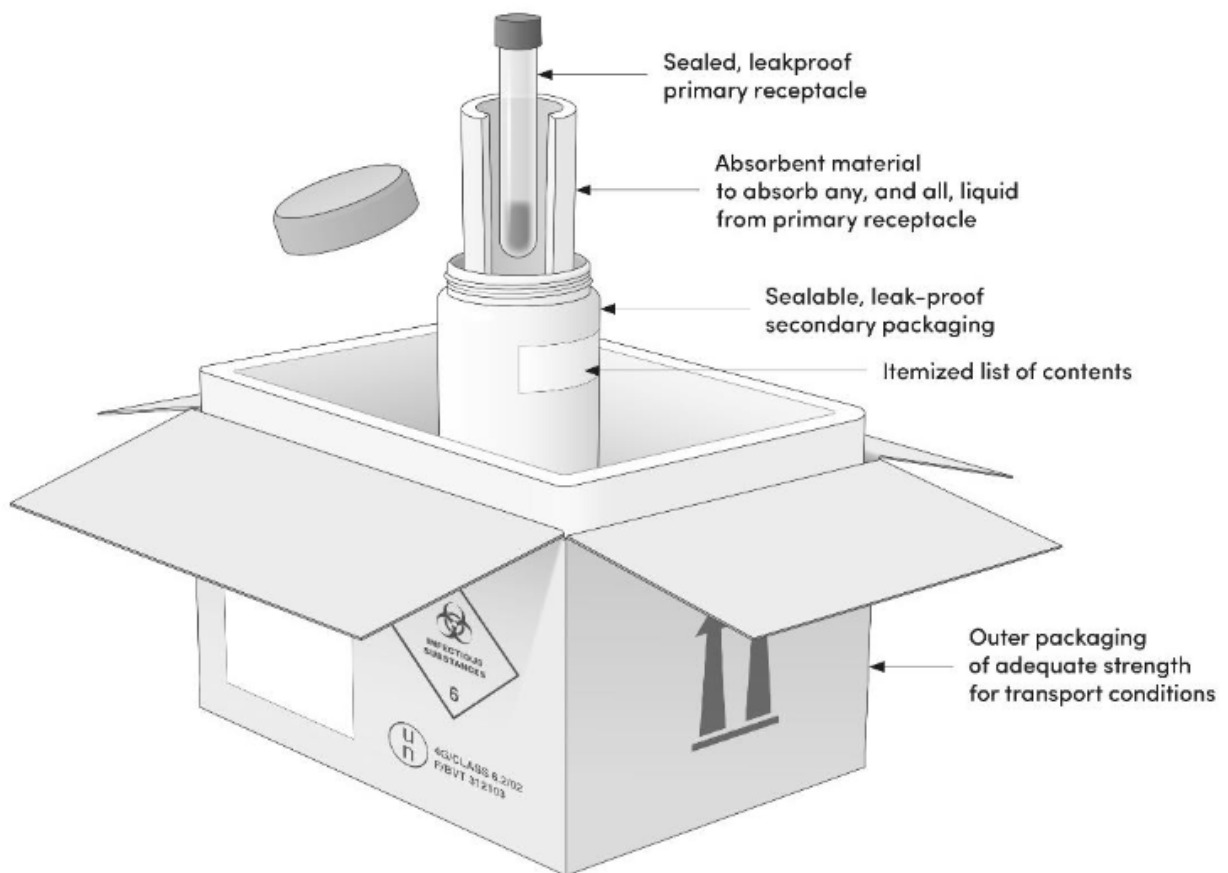
\* Refer to IATA, UN Recommendations on the Transport of Dangerous Goods or AS 4834 for more detail

(Source [AS/NSZ 2243.3](#))

**Appendix 3:** Triple packing and labelling requirements of Category A infectious substances.

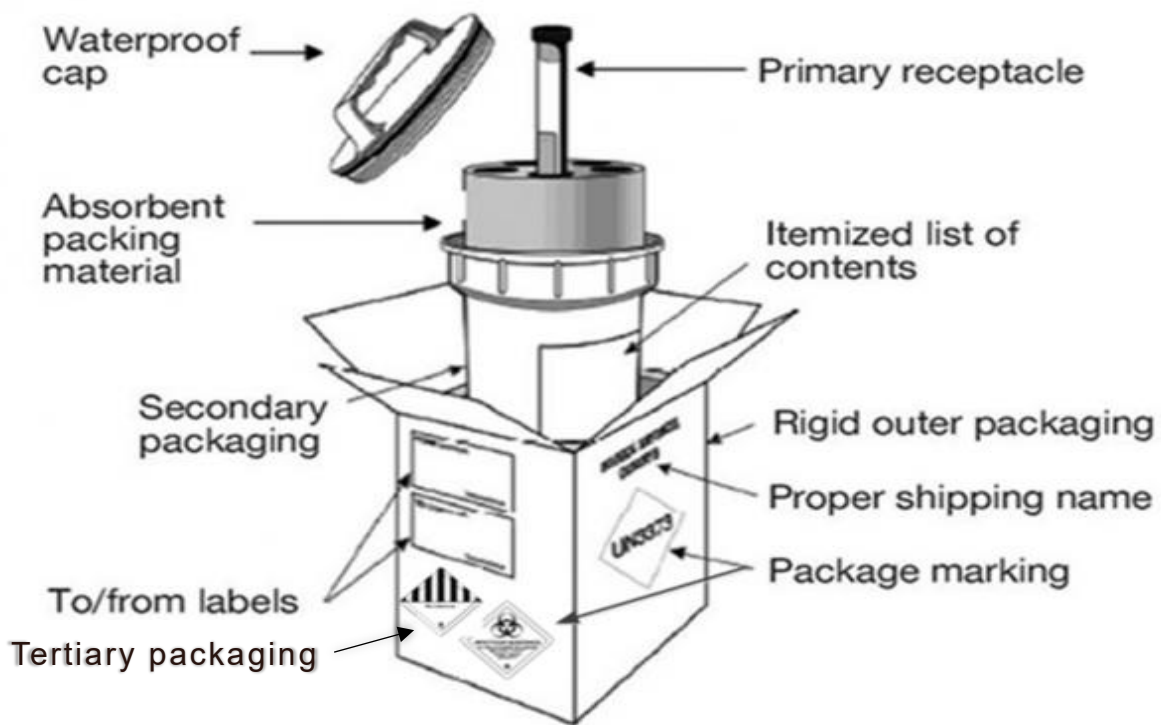


(Source [AS/NSZ 2243.3](#))

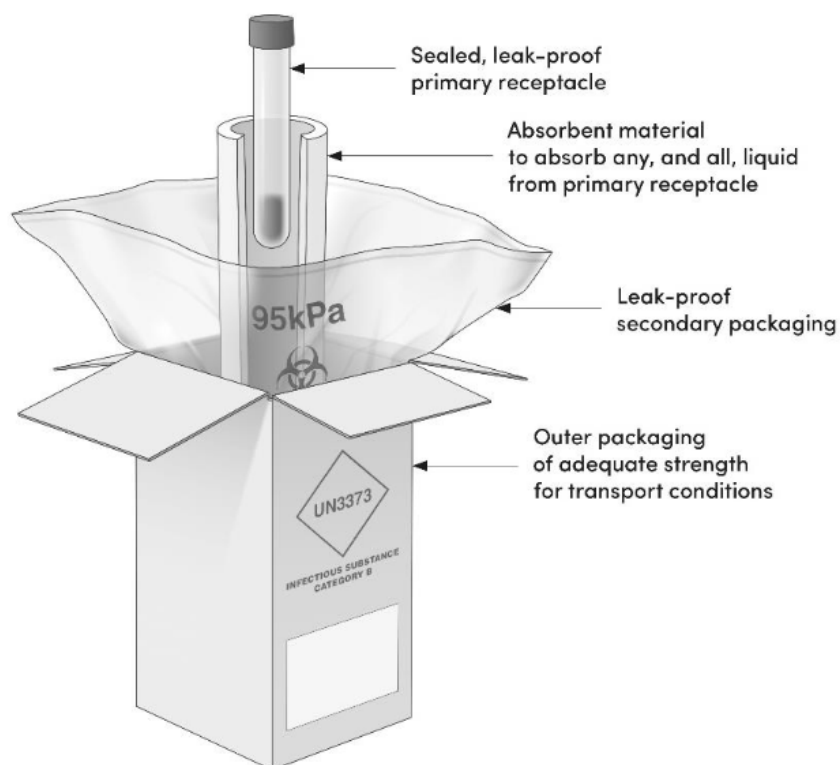


(Source: [WHO Guidance on regulations for the transport of infectious substances 2021-2022](#))

**Appendix 4:** Triple packing and labelling requirements of Category B infectious substances, or Category C biological material when transported by air.



(Source [AS/NSZ 2243.3](#))



(Source: [WHO Guidance on regulations for the transport of infectious substances 2021-2022](#))

**Appendix 5:** Examples of basic triple containment packaging materials, suitable for transporting Category B and C materials by road, or for internal pedestrian transport of biological material.

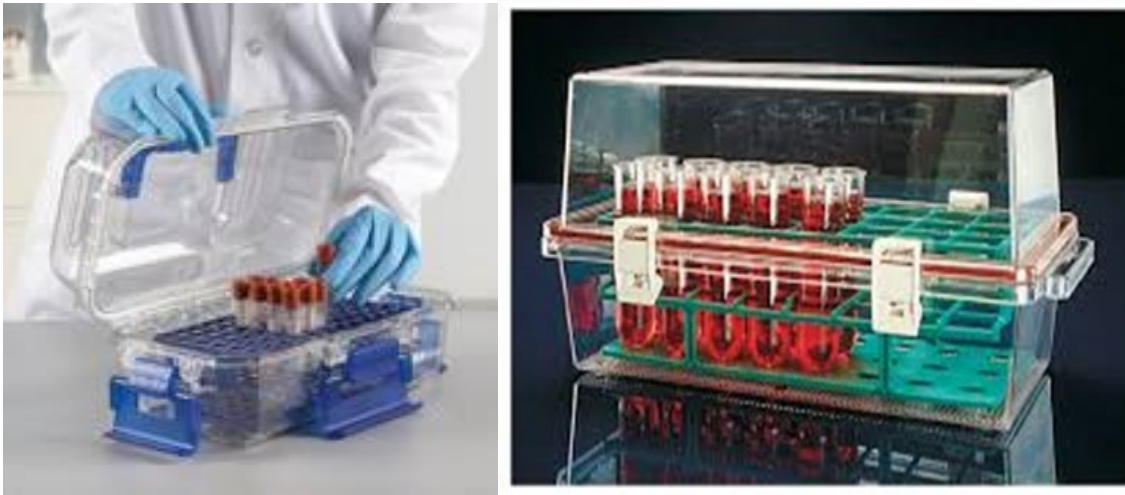


(Source: [WHO Guidance on regulations for the transport of infectious substances 2021-2022](#))

## Appendix 6: Examples of packing for transport between or within VU campuses and sites

### Suggested Carriers:

Bio Transport Carrier: This closed-system carrier is designed to protect the lab worker during transportation of vessels filled with potentially hazardous biological material. The box should offer excellent visibility of contents, be tough and break-resistant with easy-to-grasp side handles that are moulded in clamps to securely hold the carrier closed and assure a leak-proof seal. The box should be autoclavable.



Esky / insulated boxes: For larger items, a suitably labelled esky can be used (clearly labelled as containing biological material and 'no food or drink'), or commercially available insulated boxes.

