



### **Canton City Health Department Specimen Transport and Shipping Policy**

The Canton City Health Department must regularly transport or ship clinical specimens in the course of its operations, either within its own premises, or from its premises to another location. In either event adequate safeguards must be practiced to ensure that samples are not allowed to spill, become damaged, become contaminated, or otherwise have their integrity compromised; or in turn compromise the facility.

1. No sample may be transported in an open container:

Samples are to be collected in closeable specimen containers. Caps must be in place and secured. When the transport is within the Health Department from clinic to laboratory and it is breakable (glass slides, wet prep tubes) it must be enclosed in an impact resistant, liquid impervious outer transport container such as those provided by the laboratory.

2. Specimens transported off-site by health department staff:

If the specimen is being transported by health department personnel, a properly labeled small carrier or cooler should be used. The cooler or carrier must be secured in the vehicle at all times so that it cannot be dropped or jolted. In all instances the sample must be accompanied by adequate documentation. Containers must be labeled for biohazard transport. City vehicles must be used for transportation unless prior authorization has been obtained.

3. Shipping with a courier.

The shipping of diagnostic and infectious specimens is regulated by Title 49 of the Code of Federal Regulations. It specifies that the party shipping the materials must be trained and must use appropriate and approved materials, methods, and containers. Refer to 42 CFR part 72, 49 CFR parts 171-178, IATA Dangerous Goods Regulations, and the SAF-T-Pak, Inc. Guide on Shipping Infectious Substances (Saf-T-Pak.com) and the Therapak Corp. website (therapak.com).

a. If the specimen is being picked up by a local courier from a pick up box located at CCPH, follow the specific couriers requirements.

b. If the specimen is being shipped by commercial carrier or the US Postal Service the vendor supplied over-wraps should be used.

1. The sample(s) need to be contained in a leak-proof **Primary Container**. Vacutainers and screw-top urine cups are acceptable. If needed, use parafilm to secure the caps so that they won't loosen in transit.

i. -Wrap the primary container in absorbent material sufficient to absorb the contents if leakage would occur.

ii. -Place the wrapped specimen(s) into a Whirlpack or specimen transport bag, and secure the bag opening.



2. The wrapped and bagged Primary Container is placed into a liquid impervious **Secondary Container** (usually screw-top aluminum canisters).  
Wrap the paperwork which accompanies the sample around the secondary container. It may be in a plastic bag, if desired.
3. The filled secondary container is placed into a **Tertiary Container** (usually a cardboard tube). A UN 3373 "Biological Substance Category B" label with Canton City information is placed onto the tertiary container. (These are prepared labels in the mailing drawer)
4. The tertiary container is placed into an **Overpack**. The Overpack is sealed and a shipping label (waybill) is filled out and affixed.
5. The completed package is then shipped. If the courier has been contacted for pick it may be left at the front desk for pick-up by a driver. It may also be deposited in a dropbox, or taken to a shipment station.