

## Packaging Requirements for the Transport of Biological Samples

### Packing Instructions

- Samples must be labelled according to the protocol, or if not specified in protocol with participant ID number, participating site identifier (if applicable), and date of collection as a minimum.
- Participants anonymity must be maintained (i.e. no hospital stickers/participant names, address, DOB or hospital numbers).
- The primary container(s)/receptacle must be leak proof and robust.
- Absorbent material is placed between the sample primary container(s)/receptacles(s).
- Multiple samples should be individually wrapped before being packed.
- There must be sufficient absorbent material to absorb the entire contents of the samples within the primary container(s)/receptacle(s) to ensure that any release of liquid substance will not compromise the integrity of the outer packaging.
- The outer packaging should be of a type tested and approved by the Department of Transport and marked accordingly.
- An itemised list of contents must be enclosed in the package.
- Traceability paperwork must be completed for a complete audit trail.
- Transport documentation must be filled in.

### Frozen Samples

- Dry ice is placed in the outer packaging normally a polystyrene box and must be of sufficient quantity to last for the duration of the shipping. Please note some companies will provide a 'top up' service however this must be checked prior to shipping and must not be relied upon.
- The primary receptacle is covered in the dry ice.
- Dry ice will sublime and release carbon dioxide gas therefore Do not tape down the lid of the polystyrene box (prevents escape of gas build up).
- Place the polystyrene box inside a cardboard box.
- Secure the box in such a way that there can be release of carbon dioxide gas (this prevents a build-up of pressure that could rupture the packaging).
- Instructions for filling and closing such packages are normally provided by the packaging manufacturer.

### Samples Transported at Ambient Temperature

- A fridge pack or gel pack may be packed between the sample and the absorbent material, or if specified according to protocol.
- Sample absorbent material and gel pack are placed inside a leak proof primary receptacle.
- Pack in a suitable outer container, sturdy cardboard, jiffy bag, polystyrene box.

### Labelling all Packages

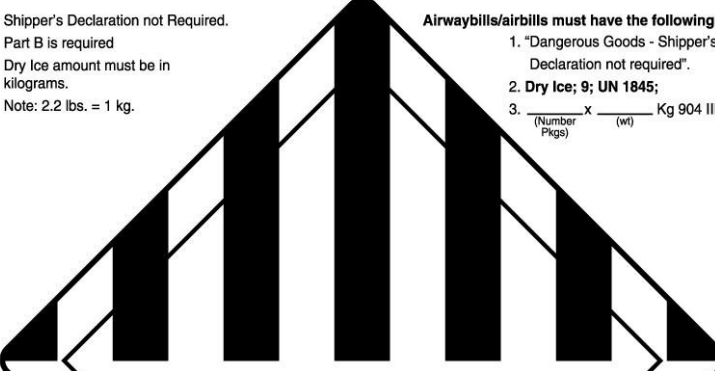
- All packages must be marked with a square each side being 50mm or 2inches set at 45°. Within the square is UN3373. Written next to the symbol in letters at least 6mm high is "Biological Substance Category B".
- Address should be clear.
- The name of the sender should be accessible.



**BIOLOGICAL SUBSTANCES  
CATEGORY B**

### Labelling Packages containing Dry Ice

- Packages containing dry ice must use a UN1845 label, the relevant details must be completed by the sender.

<p>Shipper's Declaration not Required. Part B is required Dry Ice amount must be in kilograms. Note: 2.2 lbs. = 1 kg.</p>	<p><b>Airwaybills/airbills must have the following:</b></p> <ol style="list-style-type: none"> <li>1. "Dangerous Goods - Shipper's Declaration not required".</li> <li>2. <b>Dry Ice; 9; UN 1845;</b></li> <li>3. _____ x _____ Kg 904 III (Number Pkgs) (wt)</li> </ol>
	
<p><b>Dry Ice</b> _____ <b>kg.</b></p> <p>Shipper's name and Address _____ _____ _____</p>	<p style="text-align: center;"><b>9</b></p> <p style="text-align: center;"><b>UN 1845</b></p> <p>Consignee Name and Address _____ _____ _____</p>

### Packages that are Time and Temperature Sensitive

- Only to be used when there is a specific agreement in place with the stakeholders (shipper, forwarder, carrier, etc).
- Only to be completed as indicated in that agreement (i.e. in the SLA, QMS, SOP, etc).
- The temperature indicated on the label is the only one that will be followed during transport (other package markings will be disregarded).
- Informs the handler on the external handling temperatures.
- The label will be a 3 colour label.

