**Packaging Requirements for the Transport of Biological Samples/Tissue**

**Packing Instructions**

* Samples/tissue must be labelled according to the protocol, or if not specified in protocol with patient trial number, participating site identifier (if applicable), and date of collection as a minimum.
* Patient’s anonymity must be maintained (i.e. no hospital stickers, no name of patient, no patient address or patient hospital number).
* 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/Tissue**

* 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.
* The primary receptacle is covered in the dry ice.
* Dry ice will sublimate and release carbon dioxide gas.
* Do not tape down the lid (prevents build-up of gas) of polystyrene box.
* 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.

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| **BIOLOGICAL SUBSTANCES CATEGORY B**  |



 **Labelling Packages containing Dry Ice**

* Packages containing dry ice must use a UN1845 label also have the following **additional** label filled in by the sender.



**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.

