**SHIPPING CORE**

**Guidelines for Transporting Samples Between Buildings**

Transporting chemicals and/or biological samples between campus buildings via the pedestrian walkway or bridges can be easily accomplished, provided that proper precautions are taken when preparing the sample for transport. Please ensure you follow all traffic signals when crossing Civic Center Boulevard. All samples in secondary containment must be transported via the service elevators. Never use the passenger elevators when transporting biological, chemicals, or animals in secondary containment.

**TRIPLE contained materials are permitted in the passenger elevators (for example: a capped tube within a bag with absorbent material, inside another box).**

Samples must be at least secured in secondary containment, attended at all times, and labeled with contents and lab contact information in the event the package is lost during transport. Biohazardous samples must also contain a “Biohazard” label.

**Packaging**

Biologic samples should be transported in tightly sealed tubes, wrapped with parafilm (and placed in bubble wrap if breakable) and then placed into a leak-proof bag (biohazard bags if necessary).

**Transport Containers**

Each lab should have a designated transport container(s) used to carry samples between buildings. This container must contain lab contact information and container contents. If you are transporting samples to the CTRB vivarium, you can store your transport containers on the shelf near the C-level gowning area.

The Office of Research Safety recommends the **IRIS 5.75 Qt. Stack and Pull Box**, (14.0"W x 8.0"L x 4.5"H, shown at right) which can be ordered through OfficeMax (Item #23871730, $4.99 ea). Larger sizes are available as well.

Transportation of large volumes of liquids or infectious substances should be transported in a sealed carrier. The **Office of Research Safety recommends the “Thermo Scientific Nalgene BioTransport Carrier” (37x18.4x17cm)** which can be autoclaved in the event a sample spills during transport. This is a Nalgene product available through VWR (cat. 56609-112).

If your sample needs to be transported on wet or dry ice, sealed bags should be transported in an **insulated shipping cooler**. Dry ice should be placed on top of the sample (not in the sealed bag with the sample) with the lid in place. Do not tape the lid closed to allow for the release of the sublimated gas.

For questions please contact the Office of Research Safety at ext. 6-2272 or ResearchSafety@email.chop.edu