



# Standard Operating Procedure: Transfer of frozen samples from NGH-RHH

*Document History*

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<i>Created By</i>	<i>Kevin Corke</i>
<i>SUPERSEDED</i>	<i>Steven Haynes</i>
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<i>Approved by</i>	<i>Franco di Giovine</i>

### 1. Background

This details the procedure for transferring samples between the NGH and RHH site using the University portering 'round robin' service.

### 2. Acceptance Criteria

Only low risk samples should be transferred between sites in this way. If a sample is known to be high risk then an approved courier service should be used.

Samples should be packed in accordance with the dangerous goods guidelines and appropriate labelling.

### 3. Procedure

- Ensure that you have enough dry ice for the delivery, if necessary order via BOC
- Contact portering services to arrange collection. Email 'central.portering@shef.ac.uk' stating that a collection will be ready for transfer e.g. Samuel Fox House to the Medical School.
- The samples should be packed in an approved container; if liquid samples then the sample should be placed in an outer container to ensure that any liquids are contained if a breakage occurs.
- The samples should then be placed into a polystyrene box and filled with enough dry ice for the journey. Details of the samples should be placed inside the box.
- The box lid should be securely fastened using parcel tape to ensure the lid will not become loose in transit.
- Affix a UN1845 (Dry Ice) and a UN3372 (Biological sample) stickers to the box and contact details for personnel at NGH and RHH sites in case of emergencies.
- Email the Biorepository to inform them of the delivery.
- Transfer to the box to the porters lodge in Samuel Fox House, leaving contact details in case the package is not collected.
- Upon arrival, the receiving person shall email the sender to confirm that the package has arrived safely
- Samples should then be transferred to the Biorepository

In the event of an incident during transit then the sender or recipient should be contacted for advice.

#### 4. Associated Documents

	Document	Document Reference
1	Transferring of samples between NGH-RHH	BIO:RA:Transport NGH-RHH
2	IATA Dangerous goods regulations	
3	Dangerous goods checklist	
4	Incident report	BIO:Form:05
5	Cardice	BIO:RA:Solid CO2