



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

Document History

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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