1 PURPOSE

1.1 To provide a method for packaging and labelling biological substances (Category B), for transportation by DHL nationally and internationally.
2 SPECIAL NOTES

2.1 Only fully trained personnel must prepare packaging.

2.2 All biological substances (Category B) must be treated as potentially hazardous. Avoid contact with skin and eyes. Protective gloves, safety glasses and laboratory coat must be worn when handling them.

2.3 Precautions should be taken when handling Biological Substances (Category B), in case of splashing or spillage. In case of spillage, clean with appropriate disinfectant e.g. 70% Industrial methylated/ vikron.

2.4 For online booking with DHL, the sender must provide DHL with the following information: Full name, address, telephone number and email address of sender and receiver, contents of the package, total number of packages, total weight of parcel, and length, width and height of parcel. See Jim Strupish (jws3@le.ac.uk room 541, Robert Kilpatrick Clinical Sciences Building, Leicester Royal Infirmary) for DHL Login and Password.

2.5 The following items are required for sending a parcel containing biological substances (Category B): leak proof primary and secondary containers, low temperature proof plastic bag, outer packaging, biological substances (Category B) hazard label, parcel tape and heavy duty wrapping paper. See Jim Strupish (jws3@le.ac.uk room 541, Robert Kilpatrick Clinical Sciences Building, Leicester Royal Infirmary) for Hazard Labels.

2.6 It is advised NOT to use a Human Exempt label, unless authorised by a qualified person.

2.7 If the parcel is being delivered, ensure that the personnel packaging and sending the parcel are fully trained and have read this SOP.

2.8 If the parcel is being sent by others to another destination but organised by Cancer Studies personnel, the Cancer Studies person must be fully satisfied that all persons involved are fully trained and have read this SOP.
3 CROSS REFERENCE

3.1 intraship-dhl.co.uk
3.2 Laboratory Safety Handbook
3.3 IATA Dangerous Goods Regulations, Packing Instruction 650

4 EQUIPMENT AND MATERIALS

4.1 Appropriate outer packaging, e.g. cardboard box, padded envelopes
4.2 Leak proof primary container e.g. leak proof tubes
4.3 Leak proof secondary container e.g. low temperature proof plastic bags
4.4 Parcel tape
4.5 Heavy duty wrapping paper
4.6 Hazard label: UN3373 BIOLOGICAL SUBSTANCES CATEGORY B

5 PROCEDURE

5.1 Pack specimen in leak proof primary container e.g. leak proof tubes. Ensure that the samples are adequately labelled.

5.2 Pack the leak proof containers, containing the specimens in secondary container e.g. low temperature proof plastic bag. Double bagged in case of leakage.

5.3 Place bags containing the specimen or any paper work for the recipient into outer packaging e.g cardboard box or padded envelope.
5.4 Seal outer packaging with parcel tape or wrap with heavy duty wrapping paper.

5.5 Label outer packaging with the following labels:

- The waybill: This will be provided by DHL once the online booking for parcel collection has been completed at intraship-dhl.co.uk and will need to be printed out by the sender. The waybill will include the full name, address and telephone number of sender and receiver, contents of package, total number of packages, total weight of parcel, and length, width and height of parcel.

- Hazard label: UN3373 BIOLOGICAL SUBSTANCES CATEGORY B (See section 4.6)

- Add upright arrows to show orientation of box. Arrows can be drawn on any side of the parcel

**NOTES:** All labels must be stuck on one side of the parcel.

The labels should not overlap each other or be stuck on corners of the box.

5.6 Weigh, and measure the length, width and height of the parcel.

5.7 The parcel is now ready for online booking for collection by DHL.

5.8 The parcel will be collected from the main reception in the RKCSB at the LRI. Ensure porters are aware of the collection.