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<b>Document Title:</b> Transporting of Pathology Specimens			
<b>Document Purpose:</b>	The purpose of this document is to ensure that a robust system is in place for specimens which need to be transported, to ensure they are packaged and transported safely.		
<b>Document Statement:</b>	This policy is in place to ensure that ALL members of staff, and those contracted to transport specimens on the Trust's behalf are aware of the risks in transporting specimens and that processes support the reduction of the risk of accident / injury.		
<b>Document Application:</b>	All staff handling specimens		
<b>Responsible for Implementation:</b>	Clinical Directors, Clinical General Managers, Heads of Department, Heads of Nursing, Service Managers		
<b>Main imperatives of this document are:</b> To ensure that all staff who transport specimens to the hospital, or within the hospital are appropriately trained and that they transport the specimens safely and in accordance with legislation.			
<b>Document Classification:</b>	Clinical	<b>Document Reference:</b>	CP/GU/00362
<b>Version Number:</b>	1.0	<b>Secondary Reference:</b>	
<b>Issued by:</b>	Medical Director and Director of Nursing	<b>Effective Date:</b>	August 2013
<b>Author:</b>	Quality & Governance Manager Pathology	<b>Review Date:</b>	August 2016
<b>Sponsor:</b>	Clinical Lead Pathology	<b>Expiry Date:</b>	August 2023
<b><u>Associated Documents</u></b>			
<ol style="list-style-type: none"> <li>1. Policy for the management of incidents and serious incidents requiring investigation</li> <li>2. Infection control policies</li> <li>3. Needlestick Policy</li> <li>4. Provision of request for Pathology Blood Sciences (Haematology and Clinical Biochemistry blood tests)</li> <li>5. Pathology Handbook (<a href="http://www.baspath.co.uk">www.baspath.co.uk</a>)</li> </ol>			
<b>APPROVAL RECORD</b>			
<b>Validated by Facilitator:</b>	Document Control Group	<b>Date:</b>	December 2012
<b>Agreed by Specialist Group:</b>	Pathology Governance Group	<b>Date:</b>	August 2013
<b>Agreed by Board Sub-Committee:</b>		<b>Date:</b>	
<b>Approved by Board Committee:</b>		<b>Date:</b>	
<b>Approved:</b>		<b>Date:</b>	

**DOCUMENT HISTORY**

**Revision History**

Revision Date	Previous Revision Date	Summary of Changes	Changes marked
		New Document	

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## 1. INTRODUCTION

The purpose of this policy is to formulate rules and methods of working which will safeguard, so far as is reasonably practicable, the health, safety and welfare of all persons who have need to transport pathological specimens for Basildon and Thurrock University Hospital NHS Foundation Trust, or may be affected by such work activity. Whilst maintaining patient confidentiality.

The promotion of a high level of safety awareness amongst all grades of staff is of great importance to the Pathology Department. The development of a safety culture through training, updates, risk assessment and auditing of activity against procedure will be implemented to ensure specimens are transported in accordance with current safety guidelines and legislation.

This procedure sets out the safe working practices for all staff engaged in the transport of clinical specimens. It is to be regarded as a reference guide to good practice, in compliance with current safety guidelines and legislation.

The safe transport of clinical specimens while still retaining patient confidentiality is of paramount importance.

The Pathology Department shall provide information and guidance for training (as appropriate) to both employees of the Trust, contracted staff and users of the service in the safe practices to be implemented.

The Trust provides a means of transporting specimens to Pathology for all specimen types. The exception being semen samples need to be transported to the laboratory by the patient to ensure they arrive within the timeframe of the invest

## 2. DEFINITIONS

Consignor – the enterprise which consigns dangerous goods either on its own behalf or for a third party. If the transport operation is carried out under a contract for carriage. Consignor means the consignor for contract of carriage.

ADR – International Carriage of Dangerous Goods by Road regulations

LBC – Liquid Based Cytology

## 3. ROLES AND RESPONSIBILITIES

### **Divisional Clinical Directors:**

The Divisional Clinical Directors are responsible for ensuring that systems and processes are in place throughout the Divisions to ensure that this document is disseminated appropriately and that monitoring of compliance is undertaken, with remedial action implemented as appropriate. In addition, the Divisional Clinical Directors are responsible for ensuring that all medical staff comply with the contents of the document.

### **Divisional General Managers**

The Divisional General Managers are responsible for implementing the systems and processes required throughout the Divisions to ensure that this document is disseminated appropriately and that monitoring of compliance is undertaken, with remedial action implemented as appropriate.

**Heads of Nursing and Quality (HoNQ):**

The HoNQs are responsible for ensuring that the policy is disseminated throughout the Division and that the required monitoring and audit are undertaken, with the resources provided to support this.

**Clinical Service Unit Clinical Leads/ Unit Managers/ Porter Manager:**

Clinical Service Unit Clinical Leads, Unit Managers and Porter Manager are responsible for implementing this document in their area and for monitoring the impact on the service and reporting compliance with the document.

**Supervisors of Midwives:**

The SoM is statutorily responsible for document development, implementation and compliance monitoring across the midwifery spectrum. They are accountable to the LSMO for all elements of midwifery professional performance.

Every employee is required to take reasonable care for the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.

Responsibility for the safe collection and packaging of clinical specimens according to infection risk, rests entirely upon the consignor, it is therefore imperative that all areas where clinical materials are generated remain conversant with current regulations and up to date with safety codes of practice

It is the responsibility of the person sending the sample to ensure that the sample is being sent within an appropriate timeframe.

## 4. SPECIMEN TRANSPORT

### 4.1 Safety Considerations

#### 4.1.1 Duty of Care of the Employee

Each employee, regardless of whom they are employed by, is required to take reasonable care for the health and safety of themselves and all other persons who may be affected by their acts or omissions at work, under the Health and Safety at work act 1974. They have a duty of care to work in accordance with training, instructions and procedures provided by their employer to protect the health and safety of the employee and others who may be affected by the way they go about their work and to report situations which they believe to be unsafe. All Trust employees (where practicable) must be immunised for Hepatitis B prior to transporting specimens.

#### 4.1.2 Duty of Care of the Consigner

It is important that care is taken when collecting and handling clinical specimens to ensure that the risk of infection to staff and others with whom the specimens come into contact, is kept to an absolute minimum. It is the responsibility of the consignor to ensure the specimens are correctly identified, packaged and labelled. The consignor also has duty of care to ensure specimens are transported safely in accordance with current legislation. This must be observed at all times and never allowed to lapse at busy periods or because of a failure to maintain adequate supplies of bags or containers. Specimens not in the correct packaging may be refused to be transported by the drivers / courier, refused receipt at the destination, or received but disposed of on receipt, due to the condition on

arrival or if deemed to be of risk at any point in the process and a repeat sample requested.

#### **4.1.3 Duty of Care of the Employer**

It is the duty of care of the Trust to ensure that the current guidelines and legislation relating to the transport of specimens are implemented and adhered to. The regulations require all personnel involved in the transport of dangerous goods such as biological specimens are given relevant training by their employer. The employer must offer the employee Immunisation against Hepatitis B virus.

## **4.2 Transport of Samples within the Hospital**

### **4.2.1 Transport of Samples from Phlebotomy (Basildon)**

Samples which are taken in the Phlebotomy Clinic at Basildon are to be transported in the purpose built racks directly to Specimen Reception. Any urgent samples are to be placed into the specimen bags and taken directly to Specimen Reception. At no time should the samples be carried in the open hand.

### **4.2.2 Transport of Samples from departments within Basildon Hospital**

The samples which are taken by the Phlebotomists on their Phlebotomy rounds should be racked and collected by the Pathology Porter who shall deliver them to Central Reception.

All other samples taken by other staff within the Trust must be placed into a primary sample container, which is sufficiently robust and leak proof under normal use **and** placed inside a sealed specimen bag. The request form must be placed in the separate component of the same bag.

At no time, should specimens be left unattended in a public area. Patient confidentiality must be observed at all times.

Urgent specimens must be taken directly to the appropriate Pathology reception and handed to a member of staff in person informing that they are urgent.

### **4.2.3 Regulations for Transport of Specimens by Road or Postal**

All diagnostic specimens must be placed in a primary sample container, which are sufficiently robust and leak proof under normal use and placed inside a sealed specimen bag. (The request form must be placed in the separate component of the same bag). Sufficient absorbent material must be placed in the bag to absorb the contents in the event of a spillage. Where multiple specimens are placed into one bag then these must be cushioned to prevent breakage, and additional absorbent material if required.

Specimens for transport by road or post are then classified as either: - Category A Infectious substances or Biological Substance Category B. Patients whose clinical details result in a classification as Category A should be risk assessed before the collection of any samples regardless of the test request. If taken these samples need to be handled and processed in the Category 3 facilities in Microbiology, prior to transportation to Category 4 facilities and therefore need to be marked as High Risk.

### 4.3 Category A

**Category A:** An infectious substance that on exposure, is capable of causing permanent disability, life-threatening or fatal disease to humans or animals.

The majority of infectious substances defined as Category A are also classified as ACDP Category 4 Pathogens ACDP. Category 4 pathogens or specimens from patient suspected of such an infection and are not handled by the laboratory, which only has facilities to handle up to ACDP Category 3. Please contact the Microbiology Department for advice if you suspect a patient has an infection with a ACDP Category 4 Pathogen, before collecting any specimens.

Classification to Category A and assignment to UN 2814 is to be based on known medical history and symptoms of the source patient, endemic local conditions, or professional judgement concerning the individual circumstances of the source patient.

For humans these are assigned to UN 2814 packaging instructions as P620 (ADR) for road transport (or P602 for air transport-IATA). The packaging of the samples must be undertaken in the category 3 facilities within Microbiology prior to sending via DX in appropriate packaging.

- The Category A label which conforms to the diamond hazard warning label for UN Class 6.2 Infectious Substance Affecting Humans, must be displayed on the outer package along with the UN number UN2814 for Category A specimens.
- The courier or driver must hold a full ADR Vocational Training Certificate, which qualifies him/her to transport items of Class 6.2.
- The driver must also hold a DfT Dangerous Load Card (DfT requirement-cards available upon application to the DfT).
- The driver must carry photographic identification.
- The vehicle must carry specified equipment – spillage kit, personnel protective equipment & respiratory equipment .
- The driver must carry “Instructions in Writing” which states what is being transported prepared by the courier company.
- The vehicle must have ADR plates
- The company risk assesses the transfer by road from the Trust to the destination.
- Category A specimens must not be mixed in with routine specimens – they should be clearly marked and segregated.
- In the event of a breakage the driver will assist in making it safe using the ADR spillage kit.
- The receiving laboratory must be informed of the expected time of delivery and nature of the specimen. and the receiving laboratory must inform consignor of receipt of Category A infectious substances within 24 hrs.

#### 4.4 Category B

**Category B:** An infectious substance which does not meet the criteria for inclusion in Category A.

These are assigned to UN3373, packaging instructions P650

The decision as to whether a sample can travel as a category B instead of the more rigorous option of category A lies with the health professional responsible for sending the sample, the consigner.

P650 packaging instruction consists of three layers

- Primary receptacle: A primary watertight leak-proof receptacle containing the specimen. The receptacle is packaged with enough absorbent material to absorb all fluid in case of breakage.
- Secondary packaging: A second durable, watertight, leak-proof packaging to enclose and protect the primary receptacle(s). Several cushioned primary receptacles may be placed in one secondary packaging, but sufficient additional absorbent material shall be placed between the primary and secondary packages to absorb all fluid in case of breakage.
- Outer packaging. Secondary packaging are placed in outer shipping packaging with suitable cushioning material. Outer packaging protect their contents from outside influences, such as physical damage, whilst in transit. The smallest overall external dimension shall be 10 x 10 cm

P650 states that the package must display the UN3373 mark (below) and be labelled "BIOLOGICAL SUBSTANCE , CATEGORY B " adjacent to the diamond



#### **BIOLOGICAL SUBSTANCE , CATEGORY B**

The consignor is responsible for ensuring that any specimens leaving the consignor's premises is transported to its destination according to the regulations.

The culture of the following Category A infectious substances; E.coli (verocytotoxigenic ), M. tuberculosis and S. dysenteriae type 01 are deregulated to Category B when being transported for diagnostic purposes. However the receiving laboratory must be notified of the expected time of delivery and mode of transport, ideally this should be by courier and not by post and as for category A the recipient should notify the consignor of receipt within 24 hrs.

## 4.5 Transport of Specimens by Road

### 4.5.1 Category A

Category A specimens require special transportation arrangements, as stated in section 4.1. Any person requiring to transport category A specimens, should liaise with the Microbiology department prior to transporting.

### 4.5.2 Transportation of large volumes of Category B specimens

Category B specimens must always be carried in the closed green transport containers. Information of where to purchase the transport carriers can be provided by Pathology. These bags are clearly marked with a UN3373 symbol and labelled "BIOLOGICAL SUBSTANCES CATEGORY B".

Individual specimens should be placed in a specimen receptacle, in a specimen bag with sufficient absorbent material and sealed. The request form shall be placed in the adjacent compartment. These are placed in the green outer bags zip fastened and transported to Specimen Reception department within Pathology on B Level.

Transport bags shall be cleaned / decontaminated on a regular basis, or following a spillage. The department responsible for the bags shall ensure this is carried out.

When collecting samples from GP Clinics, the driver should ensure that the green transport bag is used for transporting the samples from the clinic. At no time, should the samples be carried from the clinic in any other medium.

Phlebotomists may use racks to collect multiple samples from different patients. These racks are placed directly into the large Pathology Specimen bags with sufficient absorbent material, sealed and transported in a zipped green outer bag, as above.

The green bags must be suitably restrained in the vehicle prior to transportation.

The consigner is responsible for ensuring that any specimens leaving the consigner's premises are transported to its destination according to the regulations.

### 4.5.3 Histology and Cytology Specimens

All specimens must be contained in bottles or other containers supplied or approved by the Pathology Department examining the specimen.

The person collecting the specimen must ensure that the correct container is used, that the top is secure, the container does not leak and that there is no external contamination. In the case of specimens fixed for histological examination, the person collecting the specimen must ensure that adequate volume of fixative is added.

Incorrectly filled or damaged containers/closures must be safely discarded into 'infected waste' containers, which must be leak-proof.

#### 4.5.4 Transportation of individual or low number Category B specimens by Post, Trust drivers or private courier

All diagnostic specimens must be placed a primary sample container, which are sufficiently robust and leak proof under normal use and placed inside a sealed specimen bag with sufficient absorbent material to absorb the contents of the primary sample container. The request form must be placed in the separate component of the bag.

This is then placed in a grey cardboard box or designated P650 packaging. This must have a UN3373 diamond sticker and the wording Biological Specimen Category B on one side. The outer box must be at least 10cm x 10cm, the diamond no smaller than 5cm sides. The lettering within the diamond and the written description no smaller than 6mm high, the thickness of the diamond border line a minimum of 2mm thick. The box should also be labelled with the destination.



#### BIOLOGICAL SUBSTANCE , CATEGORY B

Specimens must be properly packaged as described above before being given to the 'Driver' or taken to the post room. Specimens must never be transported unprotected or only in plastic bags when transporting by road

When transporting by road the driver **MUST** be informed if urgent and of the destination and advised to transport the package suitably restrained in the boot and not in the passenger compartment of the vehicle.

#### 4.5.5 Public transport / Air Passenger Provisions by Staff

Category A or B infectious substances must not be carried by a member of staff on the person on public transport. A member of staff transporting clinical samples as part of their work would be expected to comply with ADR regulations and related packaging instructions when travelling on public transport.

Air passage Infectious substances in category A or B are not permitted for transport in carry-on or checked baggage and must not be carried on the person.

#### 4.5.6 Time frames for sending samples to the Laboratory

All samples sent to the laboratory should be sent to the laboratory within an appropriate timeframe to ensure the integrity of the sample. All samples for Biochemistry and Haematology must be delivered and processed within 4 hours of being taken to ensure a valid result unless confirmed by the Laboratory that you have suitable processes in place

to maintain sample validity (for example some samples can be centrifuged). For more guidance on maintaining sample validity for Microbiology and Cellular Pathology samples, the consignor should contact the Laboratory direct or look at the appropriate test page on the pathology handbook ([www.baspath.co.uk](http://www.baspath.co.uk)).

#### 4.5.7 Ensuring samples are protected from extreme temperatures

When transporting samples to the laboratory, the carrier must ensure that the samples are not subjected to extreme temperatures, this includes keeping them away from direct heat (including windowills in the hot months, and direct heat from heaters in cars in the winter months as this can cause the sample validity to be compromised).

#### 4.6 Referral to Other Laboratories

When the laboratory is referring samples to another Laboratory, the referring Laboratory shall ensure that samples are sent in accordance with this Policy and the Transport Regulations. All samples shall be sent in UN 602 compatible packaging (postal boxes or plastic trays) or HAYES. These should be sent Hays DX, Royal Mail, Courier or Hospital transport.

All samples sent to referral laboratories must be sent by the most appropriate trackable postal service to minimise the risk of loss taking into account the time the sample will take to arrive to prevent deterioration of the sample.

#### 4.7 Use of the Pneumatic Transport System.

The pneumatic transport system is used to send samples for Pathology. Only Pathology pods should be used for transporting blood samples, at no time should Pharmacy pods be used.

- Only **Blood** samples can be sent using this system (with the exception of glass bottles),  
- **All other samples MUST be sent via portering.**
- The system must not be used for glass. As Blood culture bottles are no longer glass they can now be sent via the Pneumatic Tube Transport System.
- Samples must be placed inside a sealed specimen bag before placing in the transit pods. The request form must be put in the adjacent pocket of the specimen bag and not with the sample.
- The specimen bag should then be sufficiently cushioned within the POD (ie with bubble wrap) to prevent damage whilst in transport.
- Should the Pneumatic Transport System be out of action, then samples must be delivered to the Pathology Central Reception following the guidelines for portering samples within this policy. All efforts shall be taken to deliver them promptly and not batch them to prevent delay of testing. It is the responsibility of the department requesting the test to ensure that suitable contingency is in place in the event of the pneumatic transport system failure.

The pods should be placed on a decontamination programme, which ensures they are decontaminated at minimum quarterly. A record of the decontamination should be maintained.

#### **4.8 Mortuary Samples**

Blood and urine samples being sent for toxicological examination will normally be classified as Category B. Should any doubt arise as to the classification of a specimen being sent, seek advice from Microbiology or the Consultant Microbiologist.

#### **4.9 Spillages**

All vehicles transporting samples shall carry the appropriate spillage kits and Personal protective Equipment (P.P.E.) All persons dealing with spillages shall be appropriately trained, and records of training maintained. Should a spillage occur, an incident form should be completed and a copy forwarded to the Quality Manager in Pathology for follow up.

### **5. TRAINING REQUIREMENTS**

Any trust employee who is transporting specimens by road shall be aware of the transport regulations to ensure that samples are transported appropriately, and to protect the staff member. Training is available on ULearn, and should be repeated bi annually, in case of any changes to the transport regulations.

### **6. MONITORING AND AUDIT**

Incidents of non adherence to this policy should be documented and investigated using the Trust Incident Reporting system.

As part of the pathology department's quality system, audits on the safe handling and transport of samples shall be conducted on an annual basis.

### **7. APPROVAL AND IMPLEMENTATION**

#### **Approval**

Approval of the document will be through the Pathology Governance Group.

#### **Implementation**

This document will be available electronically on the Trust intranet and staff will be informed of any updates via the Hub. Hard copies of the policy will be available via designated hard copy libraries in accordance with the Controlled Documents policy.

**8. AUTHOR AND CONTENT CONTRIBUTORS**

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Sue Bowler	Cellular Pathology Laboratory Manager
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**9. BIBLIOGRAPHY**

Health Services Advisory Committee Safety in Health Service laboratories: Safe working and the prevention of infection in clinical laboratories	2003
Safe working and the prevention of infection in the mortuary and post mortem room	2003
HSE guidance document: Biological Risks: Managing the risks in laboratories and in Health care premises	2005
Control of Substances Hazardous to Health Regulations	1994
Control of Substances Hazardous to Health (Amendment) Regulations	2002
Management of Health and Safety at Work Regulations	1992
Personal Protective Equipment at Work Regulations	1992
The Health and safety (Safety Signs and Signals) Regulations	1996
Chemicals (Hazard information and Packaging for Supply) Regulations	2002
Advisory Committee on Dangerous pathogens: Categorisation of Biological agents according to hazard and categories of containment	1995
HIV the causative agent of AIDS and related conditions	1990
The Health & Safety at Work Act	1974
Transport of Infectious Substances : Best Practice Guidance for Microbiology Laboratories –Department of Health	2007
The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations	2009
ADR-The European Agreement Concerning the International Carriage of Dangerous Goods by Road	2013
IATA-International Air Transport Association Dangerous Goods Regulations 49 <sup>th</sup> Edition	2013

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## 10. APPENDICES

### Safe working practices for Drivers, Couriers & Phlebotomists transporting specimens by road

#### Introduction

Some of the work carried out by Transport Drivers, Couriers and Phlebotomists may involve transport of specimens on behalf of the Trust. You should always follow the protocol and general precautions outlined below:

#### Protocol

Specimens from GP surgeries and clinics for main Pathology must always be carried in the green transport containers provided by Pathology, which are clearly marked with a UN3373 symbol and labelled "BIOLOGICAL SUBSTANCES CATEGORY B"

Specimens for Cellular Pathology must be carried in blue transport containers provided by Cellular Pathology.

Only specimens which have been placed in a specimen receptacle and in a specimen bag with the request form in a separate compartment should be collected for transportation.

Semen samples should not be transported to Pathology by anyone other than the patient.

Specimen packaged as above are collected from the designated pick-up point and taken to the van using a UN 3373 transfer container.

Phlebotomy specimens collected in racks must be placed in a separate larger plastic bag containing absorbent material. The air being released and the top of the bag rolled down in a manner to ensure it is leak proof, inside the green outer bags.

The zip on the green & blue outer bags must be fastened when the vehicle is in transit.

On arrival at the Hospital the contents of the blue specimen bags must be delivered to Cellular Pathology Reception and the green bags taken to Pathology Reception.

The bags are disinfected if contaminated or on a weekly basis by the driver.

#### General Precautions

- Cover any cuts, grazes or broken skin on your hands with a waterproof dressing;
- Always use the alcohol hand sanitizer dispensers or wash hands thoroughly immediately after delivering specimens, before meal breaks and at the end of a work period. An alcohol hand sanitizer dispenser is available in the Pathology Reception.
- Only accept specimens packaged according to the regulations.
- Never accept specimens without a specimen bag and /or without absorbent material.
- In the event of your vehicle breaking down or you have an accident; do not let anyone touch the specimen container, unless they are from the emergency services or an appropriate Trust employee.

- Spillage kits should be carried in each vehicle to enable small spillages of biological samples to be contained and the drivers trained in the use of.
- The containment of specimens within motor vehicles, used to transport specimens, must be placed in the luggage compartment or boot and suitably restrained to retain and protect the contents in the event of an accident.
- Green & blue outer transport bags must be zip fastened during transport.
- In the event of major contamination or no spillage kit being on board, the Pathology Laboratory Lead BMS, Safety Officer, or Trust Infection Control Team must be contacted before any material is touched. Contact may be made via the hospital switchboard.
- In the event of a formalin spillage wind the windows down or leave the vehicle depending on the size of the spillage and seek advice from Cellular Pathology. Via switchboard.
- In the event of a methanol spillage seek advice from Cellular Pathology via switchboard
- A needlestick injury should be made to bleed and washed under running water if possible and reported to Occupational Health on arrival back at the Trust, following Trust protocol.
- Specimens should never be left unattended when not secured in the van, as Patient Confidentiality must be preserved at all times.
- Specimens should not be left in transport boxes or vans overnight.
- Ensure when lifting that Trust / Employer manual handling guidelines are followed
- Report any spillage or incident which may affect the quality of the specimen (e.g. long delays in traffic) to the pathology staff. Ensure a Trust incident report is completed
- Ensure any green or blue outer transport bags assigned to your use are disinfected weekly or following a spillage.
- Vehicles should be kept locked at all times, including when being driven, to prevent unauthorised access to the consignment.
- Only passengers authorised by the Trust may be carried in the vehicle when Exempt Patient Specimens or Category B specimens are present.

### Specific Requirements

Each Van must have the following:

- Have gloves and appropriate spillage kits (Biological and chemical) (including a clinical waste bag)
- Clinell wipes
- Hand sanitiser

### Spillage Biohazard Spill

If a specimen leaks and runs out of the container, put on gloves, and follow the instructions with the spillage kit.

Hand the contaminated material in a clinical waste bag to the Pathology Reception for disposal.

## Safe working practices for Porters /other hospital staff transporting specimens within the hospital

### Introduction

Some of the work carried out by laboratory porters and messengers in the hospital may involve accidental contact with material that could be infectious. You should always follow the general precautions outlined below and observe the following guidelines:

### General Precautions & Protocol

- Cover any cuts, grazes or broken skin on your hands with a waterproof dressing.
- Always wash your hands after handling specimens, before meal breaks and at the end of a work period. An alcohol hand sanitizer dispenser is available in the pathology reception.
- Carry all specimens in specimen bags or containers provided, never directly in your hands or pockets.
- Specimens in clear specimen bags must be taken directly to Main Pathology
- Specimens in blue specimen bags must be taken directly to Cellular Pathology

### Spillage and Leaks

If a specimen leaks into a container or onto a trolley, ensure you make the area safe, and apply the appropriate spillage kit.

If you drop and break a specimen, ensure you make the area safe, and apply the appropriate spillage kit.

Stay with the specimen to prevent other people touching it until it is cleared up, and if necessary contact the laboratory for advice / help.

If you spill the specimen onto your work clothes, you should remove the contaminated clothing at once and then wash your hands and put on clean work clothes. The contaminated clothing should be dealt with by the Trust laundry service.

A Trust Incident Report form must be completed as soon as possible after any incident

**Appendix****Indicative list of Category A Infectious Substances****UN Number and Name Micro-organism**

UN 2814

*Bacillus anthracis* (cultures only)

Infectious substances

affecting humans *Brucella abortus* (cultures only)*Brucella melitensis* (cultures only)*Brucella suis* (cultures only)*Burkholderia mallei* – *Pseudomonas mallei* – Glanders (cultures only)*Burkholderia pseudomallei* – *Pseudomonas pseudomallei* (cultures only)*Chlamydia psittaci* – avian strains (cultures only)*Clostridium botulinum* (cultures only)*Coccidioides immitis* (cultures only)*Coxiella burnetii* (cultures only)

Crimean-Congo hemorrhagic fever virus

Dengue virus (cultures only)

Eastern equine encephalitis virus (cultures only)

*Escherichia coli*, verotoxigenic (cultures only)

Ebola virus

Flexal virus

*Francisella tularensis* (cultures only)

Guanarito virus

Hantaan virus

Hantaviruses causing haemorrhagic fever with renal syndrome

Hendra virus

Hepatitis B virus (cultures only)

Herpes B virus (cultures only)

Human immunodeficiency virus (cultures only)

Highly pathogenic avian influenza virus (cultures only)

Japanese Encephalitis virus (cultures only)

Junin virus

Kyasanur Forest disease virus

Lassa virus

Machupo virus

Marburg virus

Monkeypox virus

*Mycobacterium tuberculosis* (cultures only) \*

Nipah virus

Omsk hemorrhagic fever virus

Poliovirus (cultures only)

Rabies virus

*Rickettsia prowazekii* (cultures only)*Rickettsia rickettsii* (cultures only)

Rift Valley fever virus (cultures only)

Russian spring-summer encephalitis virus (cultures only)

Sabia virus

*Shigella dysenteriae* type 1 (cultures only) \*

Tick-borne encephalitis virus (cultures only)  
Variola virus  
Venezuelan equine encephalitis virus (cultures only)  
West Nile virus (cultures only)  
Yellow fever virus (cultures only)  
*Yersinia pestis* (cultures only)

UN 2900 Infectious substances affecting animals only  
African swine fever virus (culture only)  
Avian paramyxovirus Type 1 – Velogenic Newcastle disease virus (cultures only)  
Classical swine fever virus (cultures only)  
Foot and mouth disease virus (cultures only)  
Lumpy skin disease virus (cultures only)  
*Mycoplasma mycoides* – Contagious bovine pleuropneumonia (cultures only)  
Peste des petits ruminants virus (cultures only)  
Rinderpest virus (cultures only)  
Sheep-pox virus (cultures only)  
Goatpox virus (cultures only)  
Swine vesicular disease virus (cultures only)  
Vesicular stomatitis virus (cultures only)

\* For the marked organisms, for surface transport, when the cultures are intended for diagnostic or clinical purpose, they may be classified as infectious substances of category B.