# Standard Operating Procedure (SOP)

## Transportation of Biological Samples

**Effective Date:** 1/26/2023  
**Revised Date:** 1/26/2023

### PURPOSE AND SCOPE

- This SOP provides guidance to WFU personnel transporting biological samples.
- This SOP applies to transport of biological samples by WFU faculty, staff and students.
- This SOP applies to transport of biological samples between WFU floors/laboratories, buildings, campuses, and/or non-WFU sites.
- This SOP **does not** apply to transport of WFU samples by commercial carrier or service. Federal and international regulations apply to shipments made by commercial air, ground and marine transport companies.

### GENERAL

- Biological samples are any material taken from humans or animals, living or dead, fresh or preserved (cells, tissues, organs, blood, bodily fluid), viruses, bacteria, DNA used for diagnostic or research purposes.
- All specimen and secondary containers must have a biohazard label as identification.

### TRANSPORTING BIOLOGICAL SAMPLES BETWEEN FLOORS/LABS OR BETWEEN BUILDINGS ON REYNOLDA CAMPUS

- Transportation may be by hand or by cart.
- Samples must be in a closed, leak-proof, labeled primary container with secondary containment.
- Liquid samples should be in secondary containment with external lip or high sides, lined with absorbent material. See example 1.

### TRANSPORTING BIOLOGICAL SAMPLES BETWEEN WFU CAMPUSES AND/OR NON-WFU SITES

- Samples must be in a closed, leak-proof, labeled primary container. Liquid samples must be packed in a secondary container and surrounded with enough absorbent material to contain any liquids and absorb shock during transport.
- Samples must not be carried in the passenger compartment of a private vehicle. Samples must be transported in the trunk or rear of the vehicle (SUV).
- Documentation must accompany the materials at all times. The Bill of Lading must be used as documentation. See example 2.
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EMERGENCY PROCEDURES

In the event of spill or release during transportation, follow protocols for clean-up of material being transported.

Emergency Numbers:

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire and Medical Emergencies</td>
<td>x5911 (911 on cell phone)</td>
</tr>
<tr>
<td>Environmental Health and Safety</td>
<td>x3427</td>
</tr>
<tr>
<td>FastMed Urgent Care (employees)</td>
<td>(336) 714-4616</td>
</tr>
<tr>
<td>Student Health (students only)</td>
<td>x5218</td>
</tr>
</tbody>
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