12.0 TRANSPORTATION OF BIOLOGICAL MATERIALS (including import/export permits)

Personal Transport
Personal transportation of RG 2 agents or any agent from a BSL 2 laboratory must follow these procedures. It is recommended that RG 1 and BSL 1 work also follow these procedures. For personal walking transportation between laboratories or between buildings, the following steps must be taken.

1) The agent must be in a leak-proof primary container (for example: screw top vial, vacutainer tube, etc.)

2) The primary container must be placed in a leak resistant secondary container (for example: a cooler, a plastic box, etc.)

3) The secondary container must be labeled with the biohazard symbol.

4) It is recommended that the name of the biohazardous agent be available outside of the secondary container. The name could be written on the outside of the container or written on paperwork that is carried by the person performing the transport.

For personal transport in vehicles, consult with the BSO for current Department of Transportation regulations.

Shipping and Receiving
Shipping and receiving of biological materials is regulated by several different agencies, depending on the shipment. These regulations may include training, packaging, and labeling requirements, in addition to obtaining required permits. All shipping and receiving of biological materials must be conducted in accordance with current regulations. When shipping or receiving biological materials, the recommended steps are as follows:

1) Determine what you want to ship/receive and to/from where.

2) Determine if any permits are necessary, and start the application process.

3) Choose a shipper; determine their shipping procedure; and determine any applicable shipping regulations.

4) Once permits are obtained, package and ship according to the correct procedures.

5) At any point contact EHS for assistance. EHS also offers some hazardous materials shipping training.

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Permitting and shipping regulations are continually modified, so links to current information are provided. Contact EHS for assistance. Material Transfer Agreements are typically handled through the Technology Transfer Office (593-1818). The Office of Research Compliance can assist with some import/export permits (593-0664).

Permits
- CDC Importation Permits for Etiologic Agents http://www.cdc.gov/od/eaipp/
- U.S. Fish and Wildlife import and export permits for some animals http://www.fws.gov/permits/ImportExport/ImportExport.shtml
- U.S. Department of Commerce export permits are required for a wide variety of biological materials http://www.bis.doc.gov/licensing/exportingbasics.htm

Shipping Regulations
- International Air Transport Association (IATA) Dangerous Good Regulations http://www.iata.org/ps/publications/dgr/