



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 75.34, TTUHSC El Paso Research Materials Transport on Campus

PURPOSE: Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) will adhere to the safety guidelines of the US Department of Transportation Hazardous Materials transport regulations (CFR 49) when moving materials on campus or in a campus vehicle on public roadways.

This HSCEP OP will be followed by all TTUHSC El Paso Personnel who require transporting research materials (e.g. researchers, technicians, clinical personnel, and diagnostic laboratory personnel). This includes, but is not limited to, movements between storage rooms and laboratories, between different laboratories, between campus buildings, and when transporting on public roadways. TTUHSC El Paso personnel will follow the procedures outlined below to document, label and package all research materials when they are transporting them.

REVIEW: This HSCEP OP will be reviewed on January 15 of every odd-numbered year (ONY) by the senior director of safety services, the managing director of physical plant and support services and the vice president for research, with recommendations for revisions forwarded to the chief operating officer by February 1.

PROCEDURE: Personnel must be familiar with the materials they are transporting, know and understand the hazards presented by the material(s) and understand how to react in the event of an incident or spill. Safety Data Sheets (SDS) must be included when transporting hazardous chemicals.

I. Definitions

- Research materials are any material taken for research purposes and include; but are not limited to: biological samples, hazardous chemicals and non-hazardous laboratory materials.
- Biological samples are any material taken from humans or animals, living or dead, fresh or preserved (e.g. tissues, organs, blood and bodily fluids) cultures, suspensions or lyophilized prokaryotic or eukaryotic microorganisms. This category also includes viruses, sub-viral particles, recombinant products, or parasites used for diagnostic or research purposes.
- Hazardous chemicals are all toxic, flammable, corrosive, reactive or otherwise dangerous chemicals that are used in a laboratory setting. (For transport of compressed gas cylinders, please see OP 75.19, Compressed Gas Cylinder Safety.)
- Public roadways at the TTUHSC El Paso Campus include Alberta Ave., Concepcion Rd. and Rosa Ave.

II. Transport on Campus Not Using a Vehicle:

These steps apply when transporting materials between laboratories within walking distance within a building or laboratory (e.g. in stairwells, elevators, through public or non-public spaces) and between laboratory buildings within a short distance (e.g. across a street, on a sidewalk, or across the parking lot).

A. Packaging and Labeling

1. Primary container containing biological sample, hazardous chemical or laboratory material:
 - a) Must be leak-proof, sealed and labeled with applicable information, such as: the biohazardous label, chemical or material name and possible hazards. Multiple biological samples should be separated by padding to prevent breakage.
 - b) Secured to avoid shifting during transport.
 - c) High-risk infectious specimens should be closed within another leak-proof layer (e.g. clear plastic zip bag or lidded bin), with the outside of that layer disinfected prior to placing within secondary (outer) container.
2. Secondary (outer) Container
 - a) Leak-resistant with a secure lid, preferably a rigid container (e.g. plastic bin, box).
 - b) Absorbent material should be used to prevent breakage and to absorb spillage.
 - c) Chemical solids (including powders, granules, etc.) should be placed in a secondary container suitable to preventing release of the material in case of accidental drop or crushing of the primary container.
 - d) Label exterior with contact name & telephone number, to/from information and with a description of the enclosed material hazard.
 - e) Labels must be legible and durable (i.e. water and smudge resistant).
 - f) Outer container must be clean/disinfected if necessary to remove possible laboratory-acquired contamination.

B. Handling

1. Avoid moving large, fragile or multiple samples by hand; use a cart if it is available to transport materials between laboratories, building floors or between buildings.
2. Take care when moving materials through public spaces or high-traffic walkways.
3. Do not leave the package unattended.

C. Safety

1. Be prepared to clean up a spill immediately.
2. Portable spill kits may be assembled easily; and should include gloves, eyewear, disinfectant, absorbent material, hand sanitizer, and waste disposal bags. Read Safety Data Sheet to prepare materials needed to clean up hazardous chemical spills.
3. Be prepared to contact someone for assistance in the event of an accident. Phone contact for the Department of Safety Services is 215-4820 and for TTUHSC El Paso Police Department is 215-7111.

III. Transport on Campus by Vehicle

- A. Transport using a personal vehicle on roadways is not permitted.
1. Use multiple leak-proof containment layers to house your materials.
 2. Primary container:
 - a) Leak-proof and sealed. Multiple biological samples should be separated by padding to prevent breakage.
 - b) Secure to avoid shifting during transport.
 - c) High-risk infectious specimens should be closed within another leak-proof layer (e.g. clear plastic zip bag or bin), with the outside of that layer disinfected prior to placing within secondary (outer) container.
 3. Secondary container:
 - a) Leak-resistant with a secure lid, preferably a rigid container (e.g. plastic bin, box).
 - b) Absorbent material should be used to prevent breakage and to absorb spillage.
 4. Outer container:
 - a) Secure closure but does not need to be leak-proof. Preferably a rigid container with a secure lid.
 - b) Absorbent material should be used to prevent breakage and to absorb spillage.
 - c) Label exterior with contact name & telephone number, to/from information and with a description of the enclosed material hazard.
 - d) Labels must be legible and durable (i.e. water and smudge resistant).
- B. Handling:
1. Place package in a secure location within vehicle to avoid tipping or shifting.
 2. If possible, place package in inconspicuous location in the vehicle (reduces risk of theft).
 3. Avoid moving materials by hand. Use cart to transport to and from the vehicle.
 4. Avoid moving large, fragile or multiple samples by hand. Use cart for transport between laboratories, building floors or between buildings.
 5. Be careful when moving materials through public spaces or high-traffic walkways.
 6. Do not leave the package unattended.
- C. Safety:

1. Be prepared to clean up a spill immediately, if necessary.
2. Portable spill kits may be assembled easily, and should include gloves, eyewear, disinfectant, absorbent material, hand sanitizer, and waste disposal bags. Read Safety Data Sheet to prepare materials needed to clean up hazardous chemical spills.
3. Be prepared to contact someone for assistance in the event of an accident. Phone contact for the Department of Safety Services is 215-4820 and for TTUHSC El Paso Police Department at 215-7111.