	<b>Standard Operating Procedure</b> <b>Transportation of Dangerous Goods –</b> <b>Coronavirus (COVID-19) Specimen</b>	Doc. No.	D-00-16-30279
		Rev.:	01
		Rev. Date:	N/A

<b>SITE APPLICABILITY:</b>
All VCH Community Sites
<b>PURPOSE:</b>
To provide information about how to prepare and transport Coronavirus (COVID-19) specimens during the COVID-19 pandemic.
<b>SCOPE:</b>
<p>This procedure is applicable to all VCH staff who have been assigned to transport COVID-19 specimens such as Nasopharyngeal (NP) swabs via motor vehicle on a public roadway. This does not apply to transportation of purified COVID-19 viral samples, other infectious substances, or dangerous goods.</p> <p>This procedure does not apply to transportation of infectious substances via walking or cycling as it is not regulated under the Transportation of Dangerous Goods (TDG) regulation. In this circumstance, please exercise good judgement and transport in a manner that will protect against spillage (i.e. double bagging).</p>
<b>RESPONSIBILITIES:</b>
<p><b>Program Directors will ensure:</b></p> <ul style="list-style-type: none"> <li>Managers and Supervisors are familiar with the contents and their responsibilities under this procedure.</li> <li>Facilities are provided with the resources required to apply the procedure.</li> </ul> <p><b>Program Manager / Supervisors / delegate will ensure:</b></p> <ul style="list-style-type: none"> <li>Staff are orientated and educated on the processes outlined in the procedure.</li> <li>After staff completion of the TDG COVID-19 education, the manager will facilitate the authorization process as the local representative of VCH and the TDG authorizing department.</li> <li>Staff have been provided with the equipment required to apply the procedure both for transport and spillage response.</li> <li>Be familiar with the Chemical Spills Response Management Program and Code Brown protocols.</li> <li>The clinic has an active CANUTEC registration. <a href="#">Click here to register</a></li> <li>In the event of any spillage or release of the infectious substance, the Employee Safety Advisor assigned to the program must be contacted immediately.</li> <li>In the event of any spillage or release of the infectious substance on the roadway, contact and report incident to the Canadian Transport Emergency Centre (CANUTEC).</li> </ul> <p><b>VCH Staff will:</b></p> <ul style="list-style-type: none"> <li>Review complete the education and follow the procedures outlined in this document.</li> <li>Ensure when transporting products within the scope of this procedure to bring the supplies needed under this procedure.</li> <li>In the event of any spillage or release of infectious substance to immediately contact their direct supervisor/manager.</li> <li>Ensure if the spill can be safely cleaned with available supplies to follow procedures outlined in the <a href="#">Chemical Spill Response Management Program</a>.</li> <li>Refuse to handle a TDG regulated product other than COVID-19 specimen.</li> <li>Retain the “TDG Competency Assessment for COVID-19 Specimen” form as authorization when transporting COVID-19 specimens and produce to the TDG Inspection within 15 days of request.</li> </ul> <p><b>Employee Safety will:</b></p>

**Note:** This is a **controlled** document for VCH internal use. Any documents appearing in paper form should always be checked against the electronic version prior to use. The electronic version is always the current version.

- Maintain the program as the TDG authorizing department and maintain records of completed TDG competency assessment for COVID-19 specimen
- Maintain the procedure as it pertains to TDG Regulations.
- Maintain the training program as it pertains to TDG Regulations.

### EDUCATION:

All staff at primary care sites required to ship COVID-19 swab samples must complete the following to be education on the procedure:

#### Online Foundational Education

- 1) Log in to Learning Hub
- 2) Search for course #6335 "[NHA - WHS - Transportation of Dangerous Goods - Land & Air](#)"
- 3) Complete Part 1 of the course (note part 2 is for air transport – this is not needed)

Note: Please print the certificate of completion to present to the assessor during the competency review. Instruction for printing is included in the course.

#### Procedural Review

- 1) Review the procedure outlined below

### PROCEDURE:

COVID-19 specimens such as NP swabs are considered to be regulated infectious substances by Transport Canada. This is because of the following factors:

- 1) World Health Organization (WHO) has declared COVID-19 a pandemic.
- 2) The clinical staff has taken the specimen because the patient has met the criteria for potentially being infected by COVID-19.
- 3) There is professional reason to believe that the material being transported may contain COVID-19 virus.

COVID-19 specimens are classified under Transportation of Dangerous Goods as a Class 6.2, Category B product – Biological Substance. It is also known as UN3373. Under this definition it must be transported in a specific manner.

#### NP Swab

Staff will take the NP swab as instructed by the manufacture. Information on taking the swab can be found on the VCH - [IPAC website](#).

Printed lab requisitions for transportation purposes are required.

#### PACKAGING THE PRODUCT

**Step 1.** Staff will ensure that they use a UN3373 Certified packing system to transport the specimen. It must have all the components required as follows:

- a) Rigid outer package
- b) Secondary leak-proof package
- c) Absorbent material within the secondary package
- d) Primary receptacle (i.e. NP swab in tube)

Note: Packaging system can be reused if not damaged.  
Package is a 'direct purchase' from the vendor.  
Diagram and links to examples available in Appendix A



**Step 2.** Staff will complete the information required on the outer package: (See Appendix B for an example)

# Standard Operating Procedure

## Transportation of Dangerous Goods – Coronavirus (COVID-19) Specimen

Doc. No.	D-00-16-30279
Rev.:	01
Rev. Date:	N/A

- 1) Information on the consignor (shipper/you)
  - a. Name
  - b. Location of shipment (client address or office location if no known address)
- 2) Information on the consignee (lab)
  - a. Name of lab
  - b. Address of lab
- 3) Ensure the CANUTEC information is on the box  
**(CANUTEC – 24 hours emergency contact 888-CAN-UTEC)**
- 4) Mark as Human Specimen

**Step 3.** Staff will ensure the printed lab requisition is placed in the box outside of the secondary leak-proof package. The lab requisition must have information on the sample being taken (i.e. COVID-19 Nasopharyngeal swab).

**Note: More than one specimen can be shipped in the same box**

**Step 4.** Staff will ensure the additional “Itemized List of Contents” form is completed and included in the box outside of the secondary leak-proof package. Please see Appendix B for an example.

**Step 5.** Staff will retain a copy of the “TDG Competency Assessment for COVID-19 specimen” form (Appendix C) and make available upon request from the TDG Inspector if requested within 15 days.

### EMERGENCY PROCEDURES:

In the event of spill or release of contents, staff should follow the Blood and Body Fluids Exposure (BBFE) clean-up procedures outlined in the [Chemical Spill Response Management Program](#). Staff should also immediately contact their direct supervisor/manager.

If it is not possible to contain or clean up the spill, the manager must contact the VCH designated spill response management company.

### AUTHORIZATION PROCESS:

All staff assigned to transport COVID-19 specimens must undergo an authorization process to ensure competency with carrying out the procedure for TDG COVID-19 specimens.

- 1) After staff have completed the educational components, they will present their completion certificate and demonstrate competency through a dry simulation to the Manager or Manager delegate (Supervisor / Educator).
- 2) The staff member and Manager or Manager delegate will complete the “Competency Assessment for COVID-19 specimen” form and submit to the TDG authorizing department for review and approval. Once approved, the staff member will be authorized to transport only COVID-19 specimens.
- 3) The authorization will last for the duration of the staff employment or in 3 years, whichever is shorter.

Please see Appendix C for the Competency Assessment for COVID-19 specimen form.

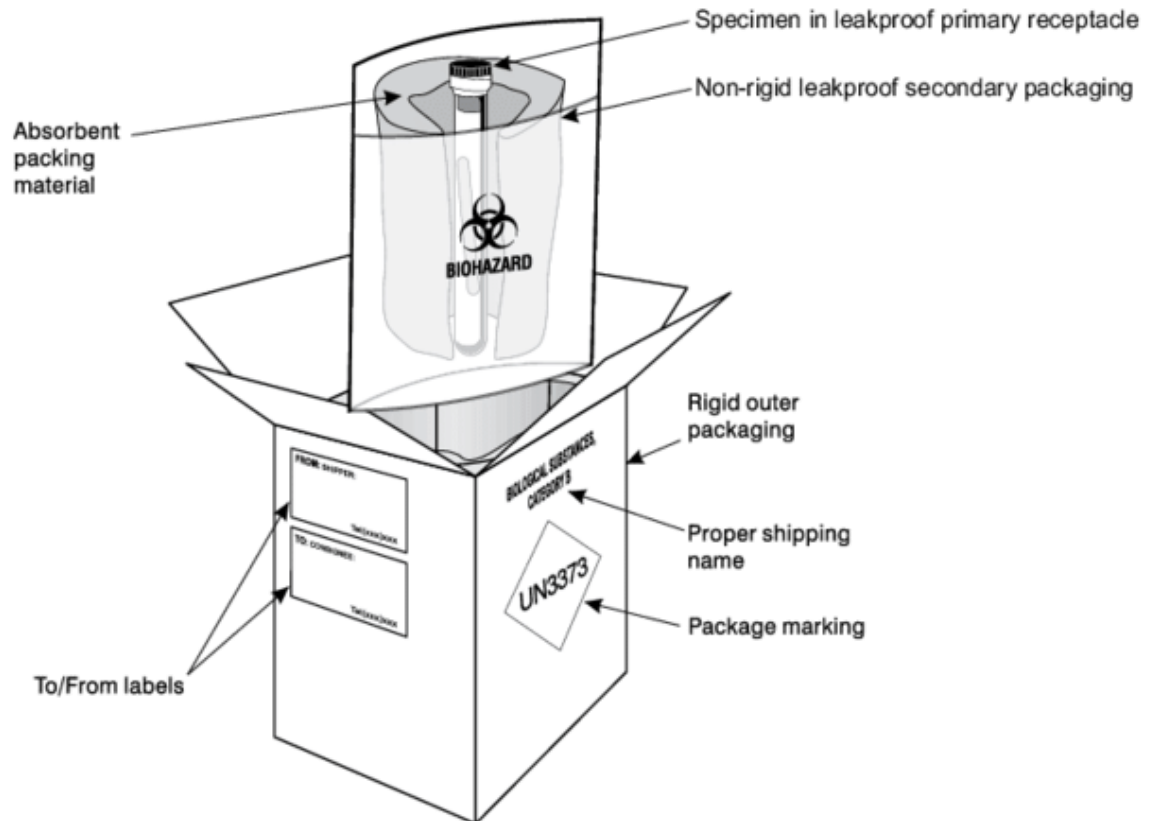
Doc. No.	D-00-16-30279
Rev.:	01
Rev. Date:	N/A

### GENERAL REQUIREMENTS:

COVID-19 Nasopharyngeal (NP) swab & Lab Requisition  
Class 6.2 – Category B – UN3373 Certified Shipping system

### APPENDIX A:

Diagram Class 6.2 – Category B Shipping System



Copyright ©2015, IATA. Used by permission. All rights reserved.

Example package systems

<https://www.fishersci.com/shop/products/diagnostic-shipper-10cs/nc9509798> (Extra small)

<https://www.fishersci.com/shop/products/cat-b-exempt-shp-sys-10-cs/nc9202958> (Small)

**APPENDIX B:**

Example: Consigner (Shipper) Label

From: John Smith Raven Song Community Health Centre 2450 Ontario Street, Vancouver, B.C. V5T 4T7
---

Example: Consignee (Lab) Label

To: Life Labs 750 W. Broadway Suite 701 Vancouver, B.C. V5Z 1H6
--

Example: Itemized List of Contents

<b>Itemized List of Contents</b>			
Number of items	Type of sample	Suspect pathogen	UN Rating
#	Nasopharyngeal (NP) swab	COVID-19	3373

**Note:** This is a **controlled** document for VCH internal use. Any documents appearing in paper form should always be checked against the electronic version prior to use. The electronic version is always the current version.

**APPENDIX C:**


**Transportation of Dangerous Goods – Competency assessment FOR COVID-19 Specimen**

**Employee must follow the process outlined in the VCH Transportation of Dangerous Goods – COVID-19 Standard Operating Procedure**

1. Employee will identify the components of the Class 6.2 – Category B – Certified UN3373 packing system.
2. Demonstrate understanding of the procedure by conducting a dry simulation of packaging a COVID-19 specimen
3. After successful demonstration Manager / Manager Delegate will submit the form to Eric Cheng, Program Lead, Employee Safety for review and authorization via email ([eric.cheng10@vch.ca](mailto:eric.cheng10@vch.ca))

Transportation of Dangerous Goods: COVID-19			
Date of Demonstration			
Name of Employee			
Manager			
Manager Delegate (if applicable)			
Task Observation			
Staff presented completion certificate from online course: <a href="#">NHA - WHS - Transportation of Dangerous Goods - Land &amp; Air</a>		<input type="checkbox"/> Successful	
Successfully identify the components of the packing system		<input type="checkbox"/> Successful	
Successfully completed the details on the exterior of the package 1) Consignor information 2) Consignee information 3) 24-hour Emergency Contact Number (CANUTEC)		<input type="checkbox"/> Successful	
Successfully placed assembled and placed contents into package 1) Specimen into secondary leak-proof package with absorbent material 2) Lab requisition in box outside of secondary package 3) Itemized List of Contents in box outside of secondary package		<input type="checkbox"/> Successful	
Manager/Delegate Signature		Date	
<b>I understands that this authorization is for transportation of COVID-19 specimens only</b>			
Employee Signature		Date	
To be Completed by Employee Safety			
Reviewed by:	Authorized by:	Expiry Date:	

**Note:** This is a **controlled** document for VCH internal use. Any documents appearing in paper form should always be checked against the electronic version prior to use. The electronic version is always the current version.

	<b>Standard Operating Procedure</b> <b>Transportation of Dangerous Goods –</b> <b>Coronavirus (COVID-19) Specimen</b>	Doc. No.	D-00-16-30279
		Rev.:	01
		Rev. Date:	N/A

<b>REFERENCES/ASSOCIATED DOCUMENTS:</b>
<a href="#">Transportation of Dangerous Goods Act</a> <a href="#">Transportation of Dangerous Good Regulations</a> <a href="#">Chemical and Spill Response Management Program</a> <a href="#">How to Use Guide Nasopharyngeal Flocked Swabs and Universal Transport Medium (UTM)</a>

<b>DEVELOPERS</b>			
<i>Program Lead</i>	<i>Program Lead, Employee Safety &amp; Prevention</i>		<i>March 26, 2020</i>
<i>Nursing Practice Lead</i>	<i>Nursing Practice Initiatives Lead, Professional Practice, Vancouver community</i>		<i>March 26, 2020</i>
<b>APPROVALS</b>			
<i>Regional EOC</i>	<i>Regional EOC</i>		<i>March 26, 2020</i>
<b>REVISION HISTORY</b>			
Revision#	Description of Changes	Prepared by	Effective Date
00	<i>Initial Release</i>	<i>Program Lead, Employee Safety &amp; Prevention</i>	<i>March 26, 2020</i>
1.0	<i>Addition of Education information</i>	<i>Program Lead, Employee Safety &amp; Prevention</i>	<i>April 8, 2020</i>

**Note:** This is a **controlled** document for VCH internal use. Any documents appearing in paper form should always be checked against the electronic version prior to use. The electronic version is always the current version.