

Transportation of Dangerous Goods – Coronavirus (COVID-19) Specimens

SITE APPLICABILITY:

Fraser Health Community, Long-Term Care , Home Health

PURPOSE:

To provide direction on TDG education and process for preparing Coronavirus (COVID-19) specimens during the COVID-19 pandemic.

SCOPE:

This procedure is applicable to all non-acute FH 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.

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. Although, the infectious substances should still be packaged according to the TDG regulation.

This procedure expires December 31, 2020 and must be reviewed in January 2021 to ensure it meets the current Transportation of Dangerous Goods regulation. Should the Transportation of Dangerous Goods regulation change prior to January 2021, this document must be reviewed for currency.

RESPONSIBILITIES:

Program Directors will ensure:

- Managers and Supervisors are familiar with the contents and their responsibilities under this procedure.
- Facilities are provided with the resources required to apply the procedure.

Program Manager / Supervisors / delegate will ensure:

- Staff tasked with shipping COVID-19 swab samples complete the required education module.
- Staff are orientated and educated on the processes outlined in the procedure and manager signs education certificate.
- Maintenance of original education certificates for all staff at the site.
- The clinic has an active CANUTEC registration. To register go to <https://www.tc.gc.ca/eng/canutec/menu.htm>
- Staff have been provided with the equipment required to apply the procedure both for transport and spillage response.
- In the event of any spillage or release of the infectious substance (outside of the primary packaging)
 - while at the clinic contact Nucor Environmental Services at 1-844-542-9628.
 - while in transport, contact and report incident to the Canadian Transport Emergency Centre (CANUTEC) 1-888-CAN-UTEC (226-8832), 613-996-6666 or *666 on a cellular phone

Staff will:

- Complete the required online education.
- Review and follow the procedures outlined in this document.
- Ensure when transporting products within the scope of this procedure to utilize the supplies needed under this procedure.
- In the event of any spillage or release of the infectious substance (outside of the primary packaging)

Transportation of Dangerous Goods – Coronavirus (COVID-19) Specimens

- while at the clinic contact Nucor Environmental Services at 1-844-542-9628.
- while in transport, contact and report incident to the Canadian Transport Emergency Centre (CANUTEC) 1-888-CAN-UTEC (226-8832), 613-996-6666 or *666 on a cellular phone
- Follow the process for completion of the training certificate as outlined in this document.
- Retain a copy of the training certificate as authorization when transporting COVID-19 specimens and produce to the TDG Inspector within 15 days of request if applicable.

EDUCATION:

All staff at primary care sites required to ship COVID-19 swab samples must complete the education module as outlined below:

- 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)
- 4) At the end of Part 1 when learner has completed the quiz there are detailed instructions on how to print the certificate. **Note:** Learning Hub will NOT track the completion of the course in the learning history because we are only utilizing 1 part of it. **Printing the certificate is the only method to demonstrate completion.**
- 5) After certificate is printed, learner signs certificate and provides to manager
- 6) Manager signs certificate and adds expiry date (3 years from date of issuance) **AND** prints below the Northern Health logo "ISSUED IN FRASER HEALTH" with the address of the worksite where the employee works.
- 7) Manager retains original certificate and provides copy to staff member.

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 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.

SWABBING PROCESS

Staff will take the NP swab as instructed by the [Laboratory Medicine and Pathology Sample Collection Instructions](#).

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.

Transportation of Dangerous Goods – Coronavirus (COVID-19) Specimens

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)

- 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. Contact courier or taxi service to complete pick up.

EMERGENCY PROCEDURES:

In the event of any spillage or release of the infectious substance (outside of the primary packaging)

- At the clinic Contact Nucor Environmental Services at 1-844-542-9628.
- In transport, contact and report incident to the Canadian Transport Emergency Centre (CANUTEC).

COMPETENCY EVALUATION:

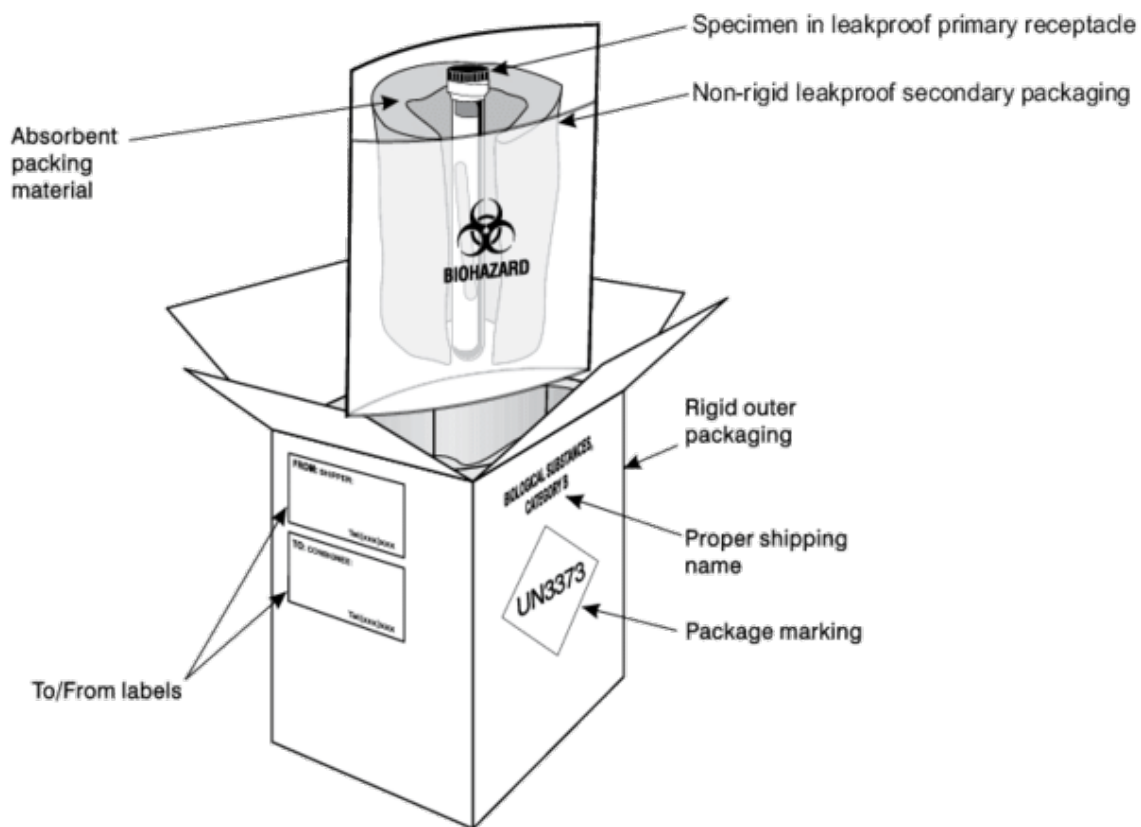
After staff member has completed the required education module and reviewed this standard operating procedure, they must demonstrate through a simulation that they understood the content of the procedure to the Manager or Manager delegate (Supervisor / Educator). See appendix C.

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



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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)

Transportation of Dangerous Goods – Coronavirus (COVID-19) Specimens

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

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

Transportation of Dangerous Goods – Coronavirus (COVID-19) Specimens
APPENDIX C:
Transportation of Dangerous Goods – Competency assessment FOR COVID-19 Specimen

Employee must follow the process outlined in the 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 retain completed competency assessment form.

Transportation of Dangerous Goods: COVID-19			
Date of Demonstration			
Name of Employee			
Manager			
Manager Delegate (if applicable)			
Task Observation			
Successfully identify the components of the packing system	<input type="checkbox"/> Successful		
Successfully completed the details on the exterior of the package <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> 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	
I understands that this authorization is for transportation of COVID-19 specimens only			
Employee Signature		Date	

Transportation of Dangerous Goods – Coronavirus (COVID-19) Specimens

APPENDIX D: SUPPLIES and CONTACTS

Packaging Supplies:

Can be ordered through the following vendors :

SAFTPAK:

- Biohazard bags: FH # 351991 (inventory item)
- Absorbent: FH # 247192 (available via Direct Purchase Order)
- Cat B supplies: FH # 311880, FH #424585 (available via Direct Purchase Order)

UPWARDS Packaging

- Website: <https://upwardpackaging.com>
- Vendor email: jesse@upwardpackaging.com
- Kit: UN3373 Category B Packaging
- Replacement supplies: 95kPa biohazard Bags, Absorbent pouch

COVID19 Swab Supplies:

- Monday to Friday: Complete the form on the following link:
<https://surveys.vch.ca/Survey.aspx?s=4cad9e4359c49c0a732db19e175b878>
- Saturday, Sunday and Stat Holidays: Email FHALabMicrobiologyLeadership@healthbc.org. Include following details: number of swabs required and contact information of the person ordering (name, phone number and address of the Clinic)

CONTACT INFORMATION

- If you have TDG related questions please contact: Harwinder.Dulay@fraserhealth.ca
- To setup a taxi or courier run to your site please contact: Brian.Klassen@hssbc.ca

REFERENCES/ASSOCIATED DOCUMENTS:

[Transportation of Dangerous Goods Act](#)

[Transportation of Dangerous Good Regulations](#)

[Chemical and Spill Response Management Program](#)

[How to Use Guide Nasopharyngeal Flocked Swabs and Universal Transport Medium \(UTM\)](#)