

Title: Transportation of Research Specimens	*Applicable to: Beaumont Health	Effective Date: 01/11/2018
Policy Owner: Administrative Director	Document Type: Policy	Last Periodic Review Date: 01/11/2018 Functional Area: Research Administration, Research Institute

***For This Document, Beaumont Health Includes:**

Beaumont Corporate Shared Services
 Beaumont Hospital, Dearborn
 Beaumont Hospital, Farmington Hills
 Beaumont Hospital, Grosse Pointe
 Beaumont Hospital, Royal Oak
 Beaumont Hospital, Taylor
 Beaumont Hospital, Trenton
 Beaumont Hospital, Troy
 Beaumont Hospital, Wayne
 Beaumont Medical Group
 Beaumont Pharmacy Solutions
 Post Acute Care

I. PURPOSE:

This standard operating procedure (SOP) describes the processes for research specimen transportation between Beaumont campuses or to/from external locations (such as private practice offices or collaborating institutions) to ensure public and staff safety and specimen integrity.

II. SCOPE:

This SOP applies to all research studies at Beaumont Health.

III. RESPONSIBILITY PROCEDURES:

This SOP applies to researchers and research personnel involved in transporting research specimens.

1. Collect and maintain specimens using standard precautions and within conditions outlined in the corporate policies, the protocol and Institutional Review Board (IRB) approval.
2. Individuals packaging specimens and offering them for transportation must be certified, per federal regulations. Refer to Research Institute policy [Training and Education for Individuals Involved in the Conduct of Clinical Research](#)

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3. Specimens must be packaged and shipped in accordance with federal regulations.
4. Whenever possible and as stipulated by the IRB approval, de-identify specimens prior to transportation. Label all specimens with study specific identifiers prior to transportation.
5. Place all specimens in a biohazard bag.
6. Keep personal protective equipment and a spill kit available in the vehicle.

A. Ambient/Refrigerated Specimens

1. Most ambient samples should be transported with an ice pack (excepting those few which could be damaged if allowed to become too cold). Refer to the study-specific protocol or Beaumont Laboratory Services Lab Test Directory.
2. Place bag into a sealed or covered leak proof container (e.g., appropriately sized cooler) which has been labeled with a biohazard sticker.
3. Place an ice pack inside of the container.

B. Frozen Specimens

1. If specimens are frozen, they must be transported on dry ice.
2. Ask your manager to identify the appropriate study-specific source of dry ice.
3. The temperature of dry ice is -109° F (-79° C), cold enough to freeze skin cells and cause an injury similar to a burn. Dry ice must not be handled directly. Use a dry ice scoop and safety glasses. Always handle dry ice with protective gloves.
4. Transport in a vented, closed, leak proof container (such as a styrofoam cooler) labeled with a biohazard sticker.

C. All Specimens

1. Place the container in the vehicle trunk whenever possible prior to driving to the receiving location. Never leave specimens inside an unlocked vehicle.
2. Transport to the receiving location within the time frame established for the particular test by the study protocol or Beaumont Laboratory Services Lab Test Directory.
3. The Beaumont Reference Laboratory courier service should be engaged when transportation of specimens is frequent, time sensitive, or requires specific handling.

D. Spill Clean Up Procedure

1. Clean up spills in accordance with site specific Beaumont Laboratory Procedures.

Additional questions/guidance regarding specimens transport may be obtained from the Biobank Scientific Manager, Clinical Pathology Safety Officer, or the Corporate Quality and Safety Officer.

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CORPORATE AUTHORITY:

Beaumont Health (“BH”) as the corporate parent to William Beaumont Hospital, Botsford General Hospital, and Oakwood Healthcare Inc., (“Subsidiary Hospitals”) establishes the standards for all policies related to the clinical, administrative and financial operations of the Subsidiary Hospitals. The Subsidiary Hospitals, which hold all health facility and agency licenses according to Michigan law, are the covered entities and the providers of health care services under the corporate direction of BH. The Subsidiary Hospitals’ workforces are collectively designated as BH workforce throughout BH policies.