

Long-Term Care COVID-19 Testing Project Packaging and Shipping of COVID-19 Specimens

Division of Public Health

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Governor Pete Ricketts

Vision:

Grow Nebraska

Mission:

Create opportunity through more effective, more efficient, and customer focused state government

Priorities:

- Efficiency and Effectiveness
- Customer Service
- Growth
- Public Safety
- Reduced Regulatory Burden

We Value:

- The Taxpayer
- Our Team
- Simplicity
- Transparency
- Accountability
- Integrity
- Respect

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Purpose

- To provide a quick reference in regards to packaging and shipping of COVID-19 Samples to CHI St. Elizabeth Laboratory
- Prevent violations of the DOT Hazardous Materials Regulations Title 49 CFR Parts 100-185

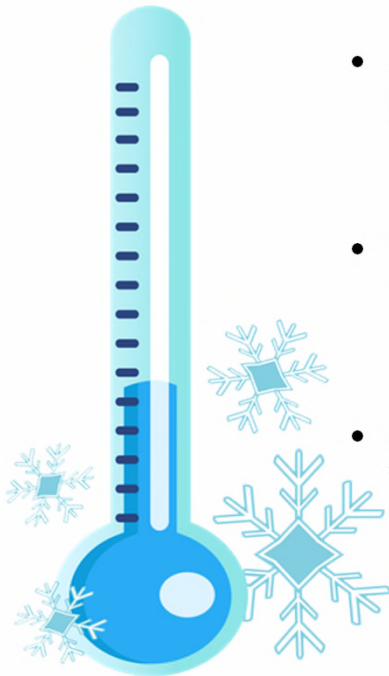
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After Collection



- Collection Kits must be used within 72 hours of picking up the testing supplies from the Local Health Department.
- Once collected, specimens should be stored at 2° to 8°C until courier arrives.
- Specimens must be shipped within 24hr, and tested within 72hr of collection

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Packaging of Test Specimens If Delivered to Lab by Facility Staff

- Each specimen is placed in an individual bag, and sealed
- All individual bags are placed into one or more large biohazard bag to be considered double bagged
- All samples should sent on ice packs in a sealed cooler
- A paper needs to be taped on top of the cooler with the number of specimens contained in the cooler
- The cooler should be labeled that it contains Biological Substance, Category B

CHI St. Elizabeth Laboratory

Address and Location

CHI St. Elizabeth Lincoln, NE
555 S 70th Street (Door #8 North side)
Lincoln NE 68510

Business hours phone: (402) 219-7132

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Test Specimen Delivery and Drop-off

- CHI St. Elizabeth Laboratory is open 24/7/365. Test samples are run 24/7. Samples can be dropped off any day, any time.
- Enter the hospital from 70th and L Street. This will take you to the back of the hospital. Continue to the back of the building. There is 15 minute parking.
- Walk up to door number 8. (This is directly forward from the 15 minute parking).
- Call 402-219-7132 (lab) and explain you are here to drop off Test Nebraska samples. Someone will meet you at the door to let you in.



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Packaging Using Courier or Mailing Service

Specimens must be packaged,
shipped, and transported in
accordance with the federal
hazardous materials regulations for
materials described as:

Biological Substance, Category B



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Materials Needed



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Materials Needed

Rigid fiberboard box with Styrofoam insulation

Pass a drop test from the height of 4 feet



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Materials Needed

Gel Packs must be frozen to keep specimens at 2° to 8°C



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Materials Needed

Secondary container

- May be a box, container, or double-zipped bag: leak-proof or sift-proof; able to withstand a series of 4-foot drop tests
- Each specimen is placed in an individual bag, and sealed
- All individual bags are placed into one or more large biohazard bag to be considered double bagged



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Materials Needed

Absorbent material

- Sufficient to absorb entire contents if necessary
- Placed between the primary specimen and the secondary biohazard bag



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Materials Needed

Insulating Material

- Samples placed in rigid containers may need to be fortified with packaging material to keep it from shifting

-bubble wrap

-wrapping paper



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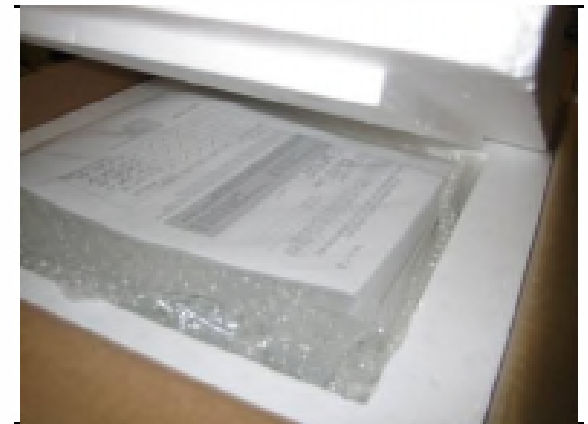
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Packing Order

Specimen and absorbent material into secondary container (with packing material, if needed)

Secondary container into Styrofoam fiberboard box with ice packs and packing material, if needed

All paperwork between secondary container (or Styrofoam container) and fiberboard box, keeping dry



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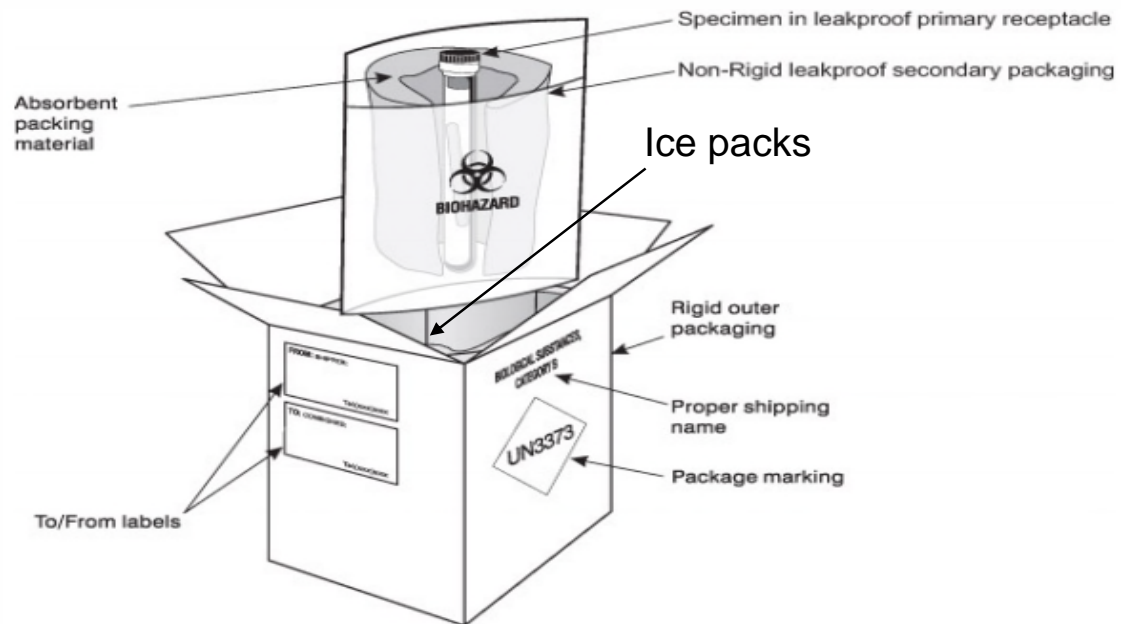
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Note: 1-At least one surface of the outer packaging must have a minimum dimension of 100 mm X 100 mm

Note: 2-The primary receptacle or the secondary packaging must be capable of withstanding without leakage an internal pressure producing a pressure differential of not less than 95 KPa



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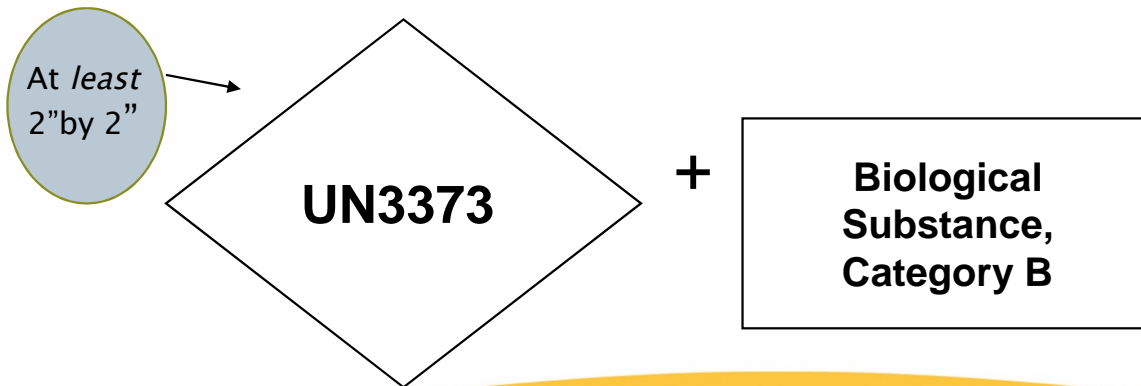
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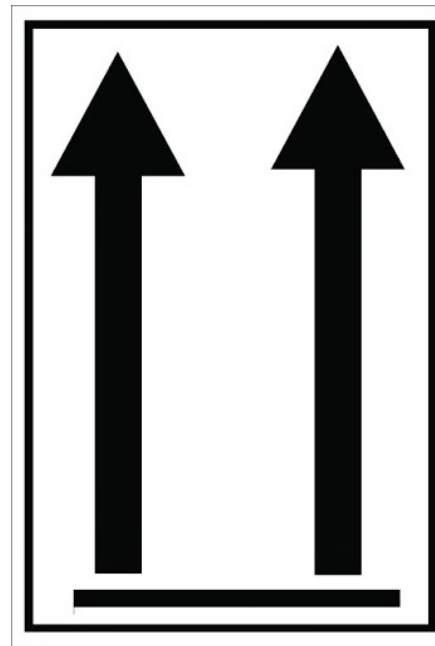
Markings

- Division 6.2: UN identification number marking **UN 3373** square-on-point marking must be displayed on a background of contrasting color from the outer box AND marked with the proper shipping name **Biological Substance, Category B** placed adjacent to the marking in letters at least 6mm high.



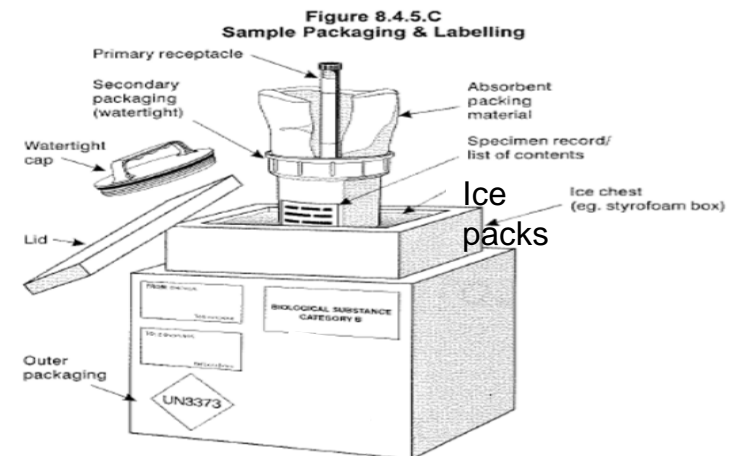
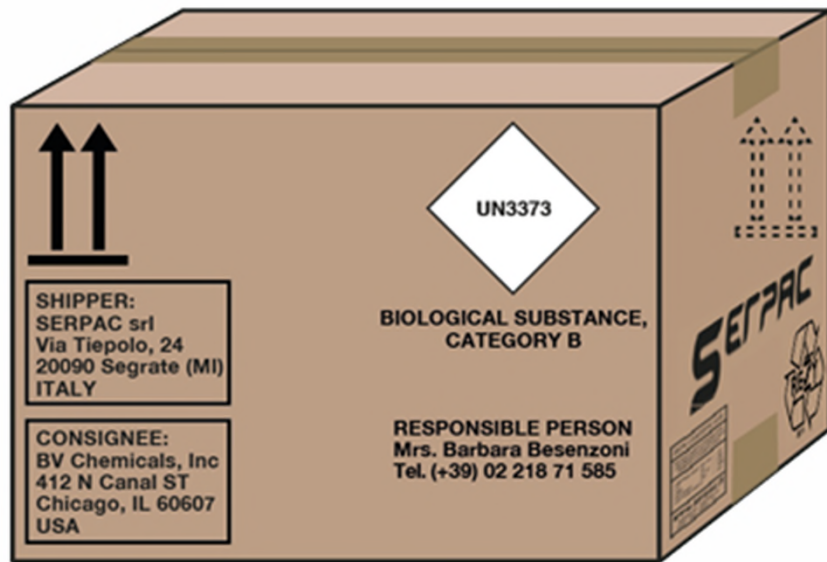
Package Orientation Marking

- Package orientation marking with arrows pointing in the correct upright direction on two opposite sides of the packaging



Final Packaging Example

Addresses & Package Markings on Same Side



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Checklist for Category B Shipping

- Category B Shipping Form, completed with:
 - Shipper name and address (Contact Name, Facility, City, State, Zip, phone number)
 - Consignee name and address (Contact Name, Facility, City, State, Zip, phone number)
 - Name and Phone of person responsible (**Live Person must answer**)
 - Signature at bottom of Form

- UN3373 square-on-point marking, in a background of contrasting color from the outer packaging, must be placed adjacent to the proper shipping name
“Biological Substance, Category B” marking

- “Biological Substance, Category B”

Checklist for Category B Shipping (Continued)

- Class 9 label to be placed on the outside of the box if Dry Ice is used if specimen is already frozen. If dry ice is used, the outer packaging must allow for the release of carbon dioxide gas and otherwise meet provisions contained in §173.217. In addition, the package must be marked “Carbon Dioxide, Solid” or “Dry Ice”. In order to avoid the requirement for shipping papers for the Dry Ice, the package is required to be marked that the material being refrigerated is being transported for diagnostic or treatment purposes.

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Checklist for Category B Shipping (Continued)

- The name and telephone number of the person knowledgeable about the material must be on the outer packaging if not on the shipping form, bill of lading, shipping papers or other document. (Shipping Papers are not required for the Category B infectious substance is prepared in accordance with §173.199)

- Orientation arrows – use stuffing material to keep tubes upright

- Requisition or Batch List
(between secondary and outer packaging)

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Lincoln NE 68510

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Test Specimen Drop Off for Mail Service or Courier

- CHI St. Elizabeth Laboratory is open 24/7/365. Test samples are run 24/7. Samples can be dropped off any day, any time.
- Enter the hospital from 70th and L Street. This will take the mail service or courier to the back of the hospital. Continue to the back of the building. There is 15 minute parking.
- Mail Service or Courier person will walk up to door number 8. (This is directly forward from the 15 minute parking).
- Call 402-219-7132 (lab) and have the mail service ore courier person explain they are there to drop off Test Nebraska samples. Someone will meet you at the door to let you in.

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Category B Packaging Supply Companies

- The following are potential suppliers of Category B Packaging that you may purchase:
 - Cardinal Distribution, <https://www.cardinalhealth.com/en/product-solutions/medical.html>
 - FisherScientific, <https://www.fishersci.com/us/en/home.html>
 - Fedex
 - UPS
 - Local lab in your area

Courier Information

- Google search of couriers showed the following courier information (listed in no particular order):
 - ProMed Logistics, 402-423-3405
 - Nebraska Logistics, 402-466-2888
 - American Courier Corporation, 801-486-6060
 - Capital Express, 402-592-9062
 - Regional West Medical Center Courier Services, 888-522-7962
 - Nebraska Courier Service, 855-212-9000
 - RJ Delivery, Inc., 402-345-2778
 - Courier Concepts, 402-214-1605

Courier Information (Continued)

- Local Hospitals may use a courier service and may have information related to their courier
- Local Health Department may have knowledge of a courier service
- Contact labs in the area to see if any offer courier service
- Local physician's office may use a courier

Contact Information

LTC Baseline COVID-19 Testing Project

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Credits

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