



Wisconsin State
Laboratory of Hygiene

UNIVERSITY OF WISCONSIN-MADISON



Packaging and Shipping a Suspect Category A Infectious Substance to the WSLH for Ebola Testing (Pictorial Guidance Document)

**DOES NOT SUBSTITUTE FOR
TRAINING**



- This guidance is to be used as an aid in packaging and shipping a suspect category A infectious substance specimen for Ebola testing at the WSLH.
- **This material does NOT serve as packaging and shipping training**, which is required for packaging and shipping certification and is the responsibility of each laboratory.
- **Anyone who handles any part of packaging and shipping specimens MUST be certified** in packaging and shipping.
- The shippers declaration shown in the photos in this guidance document may be used only when shipping by ground transport and when the transporter does not provide a specific form for use.



Collecting Blood Specimens for Ebola Testing at the WSLH

Specify who will collect these specimens
in your “Ebola Plan”



- **DO NOT** take any shipper components into the patient room.
- You **may** store EDTA blood collection tubes, small biohazard bags and absorbent wipes in the patient room.



- Collect two plastic EDTA tubes, each containing a minimum of 4 ml of whole blood for Ebola testing at the WSLH.
- Decontaminate the outside of each collected specimen tube with a disinfectant effective against nonenveloped viruses, such as bleach, while in the patient room.



- Wrap each decontaminated tube in an absorbent wipe and place each tube into a separate biohazard bag while in the patient's room.
- Decontaminate the outside of each biohazard bag with a disinfectant effective against nonenveloped viruses, such as bleach, before bringing them out of the patient room.

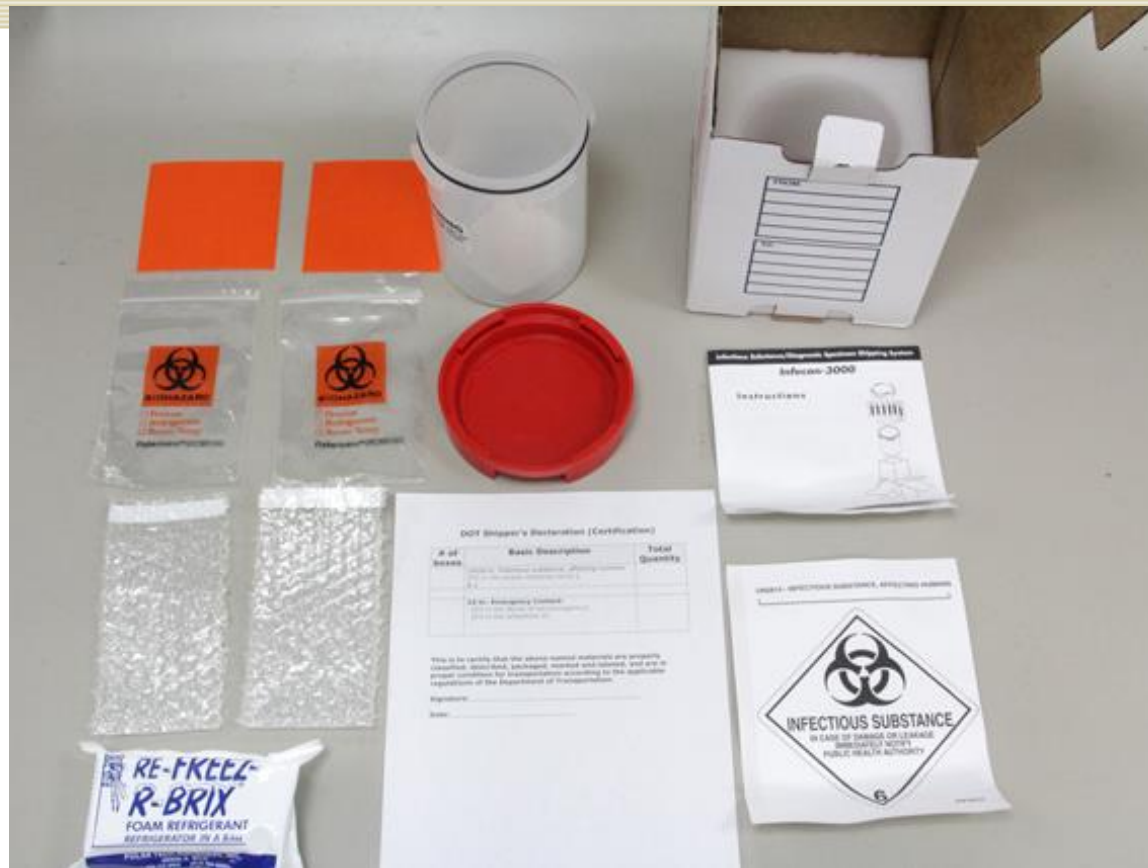


- Hand the decontaminated biohazard bags to an individual outside of the patient room who is certified in packaging and shipping Category A specimens to package the specimens for transport.



Packaging Specimens for Ebola Testing at the WSLH

Specify in your “Ebola Plan” where, **outside the patient room**, the specimen will be packaged



Category A Infectious Substance Shipper contents

- **NOTE:** This is the shipper the WSLH uses. Your facility may use a different brand of shipper. It should have similar contents.
- The Shippers Declaration (Certification) form that is pictured may only be used for ground transport and can be printed from the WSLH Ebola website.

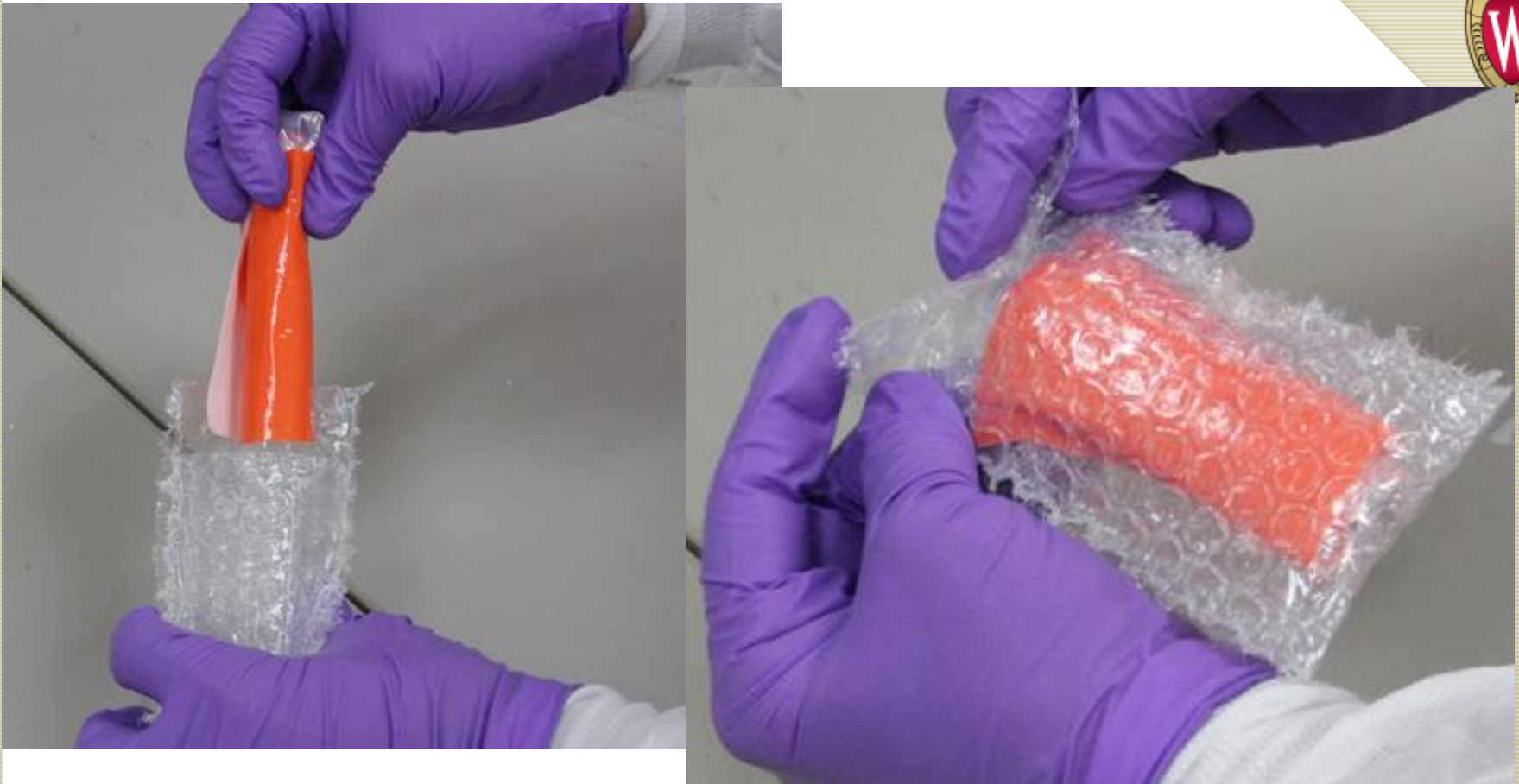


- A Category A Shipper must have the UN specification packaging indicating it is for Class 6.2 infectious substances that you see below the arrow on this box.
- You must use the components included in the box. **Do Not** mix and match components from other boxes even if from the same supplier.



Step 1

- Place the disinfected biohazard bag containing the specimen on an absorbent wipe and wrap the biohazard bag in the absorbent wipe as best you can.
- Repeat this process for the second specimen.



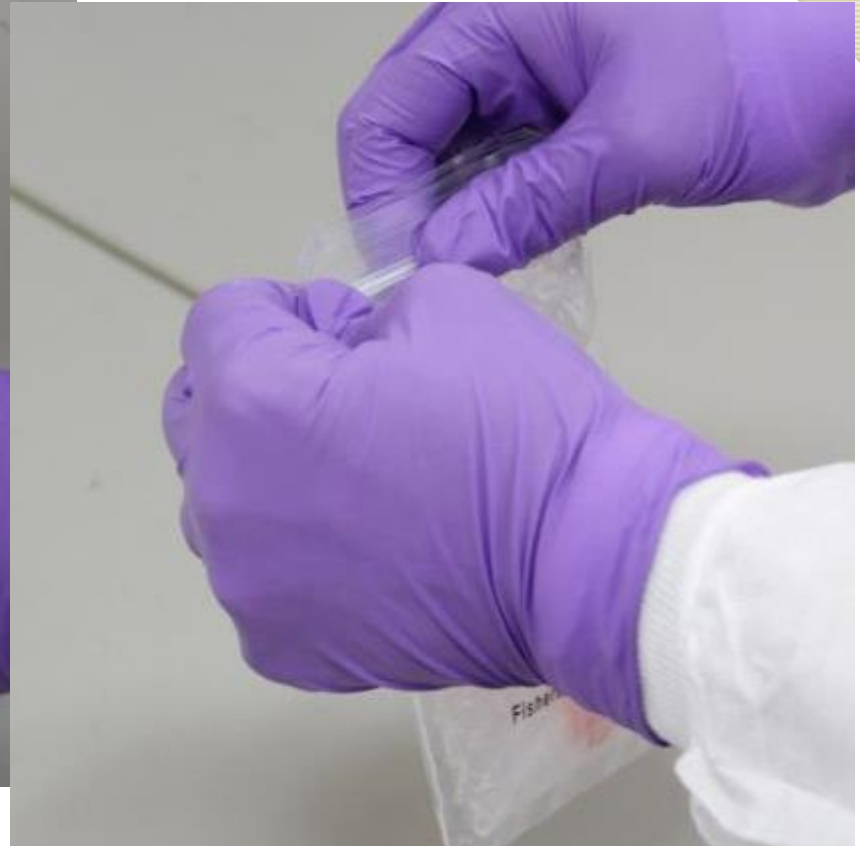
Step 2

- Place the rolled-up specimen into the bubble-wrap sleeve.
- Seal the bubble-wrap sleeve.
- Repeat this process for the second specimen.



Step 3

- Decontaminate the outside of both bubble-wrapped specimens with a disinfectant effective against nonenveloped viruses, such as bleach.
- Change your gloves.



Step 4

- Place the bubble-wrapped specimen into the biohazard bag.
- Seal the biohazard bag.
- Repeat this process for the second specimen.



Step 5

- Decontaminate the outside of both biohazard bags with a disinfectant effective against nonenveloped viruses, such as bleach.
- Change your gloves.



Absorbent material in bottom of container

- NOTE: There should be absorbent material in the bottom of the rigid plastic container.



Step 6

- Place a frozen cool pack in the rigid container to keep the specimens refrigerated during transport.



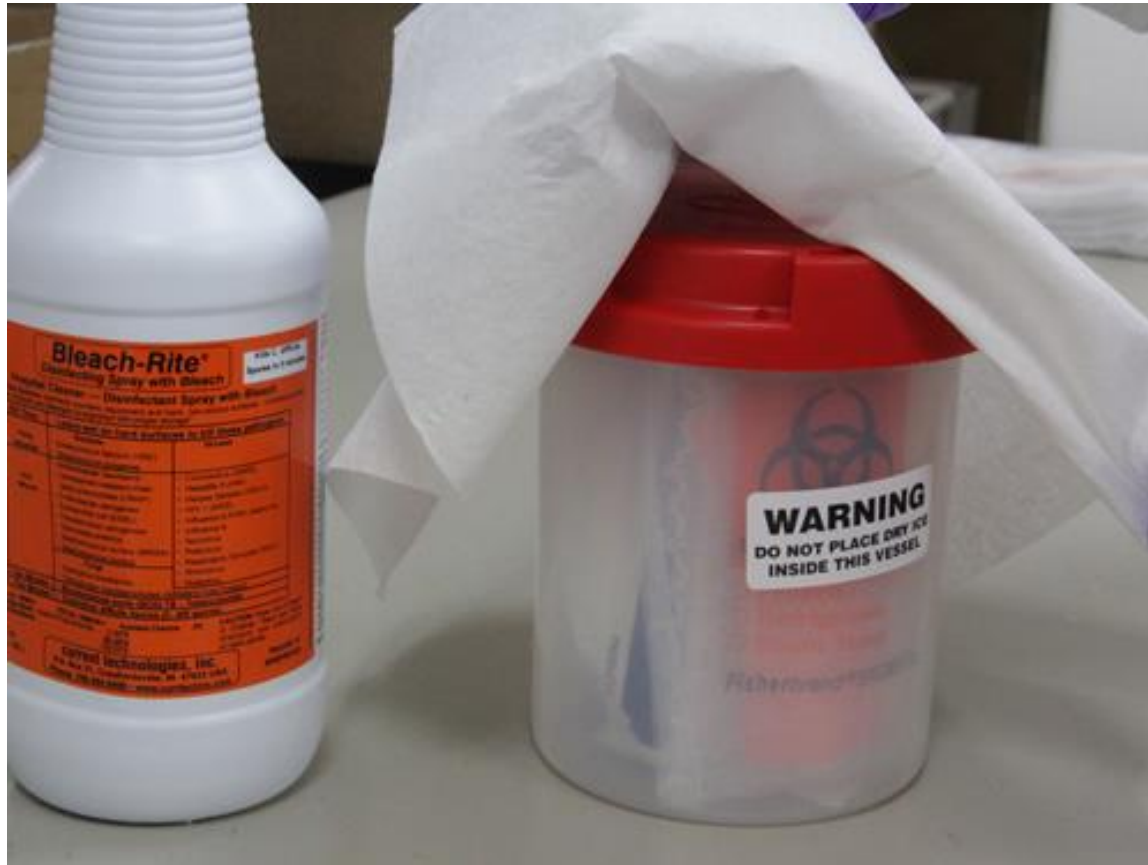
Step 7

- Place both decontaminated biohazard bags into the rigid plastic container.



Step 8

- Place the lid onto the rigid plastic container and screw the lid into place, making sure that the container is tightly sealed.



Step 9

- Decontaminate the outside of the rigid plastic container with a disinfectant effective against nonenveloped viruses, such as bleach.
- Remove your gloves.

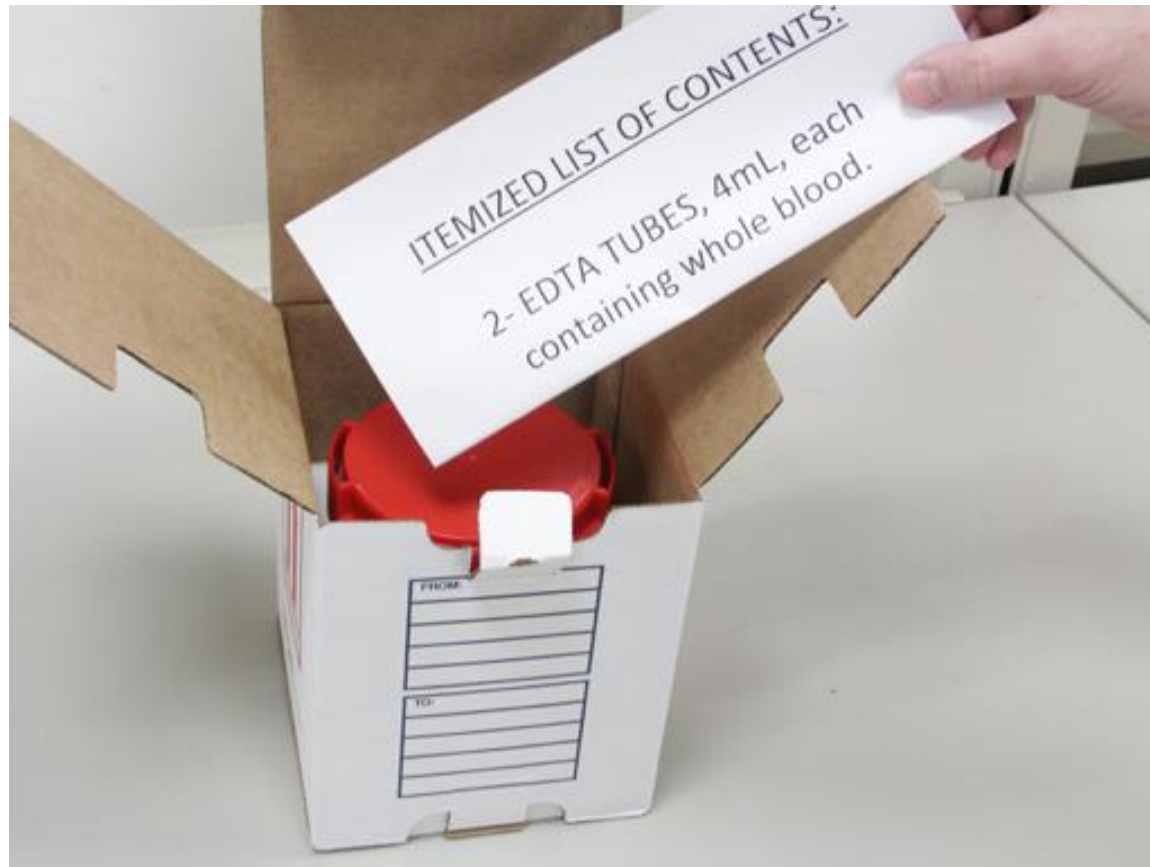


Step 10

- Push the rigid plastic container down into the box so it is secure and immobile.

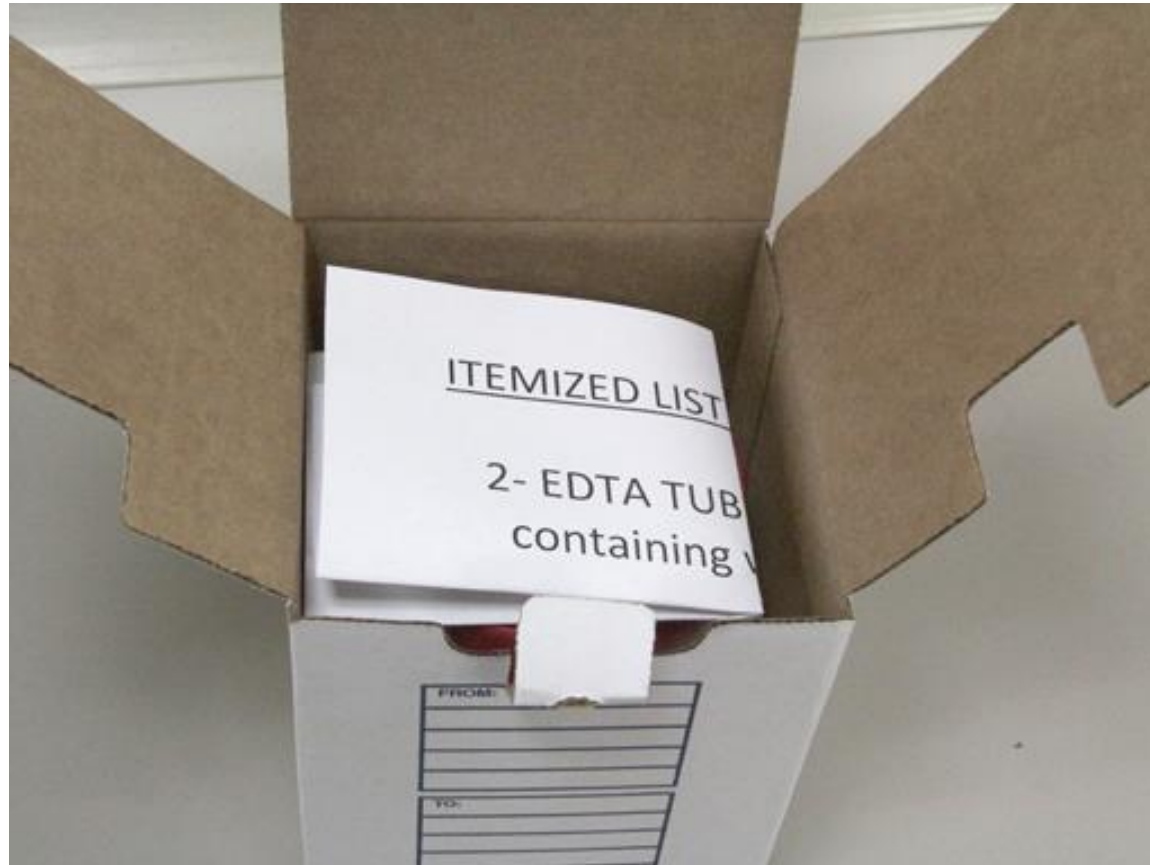


- Note: The rigid plastic container is secure and immobile in the box.



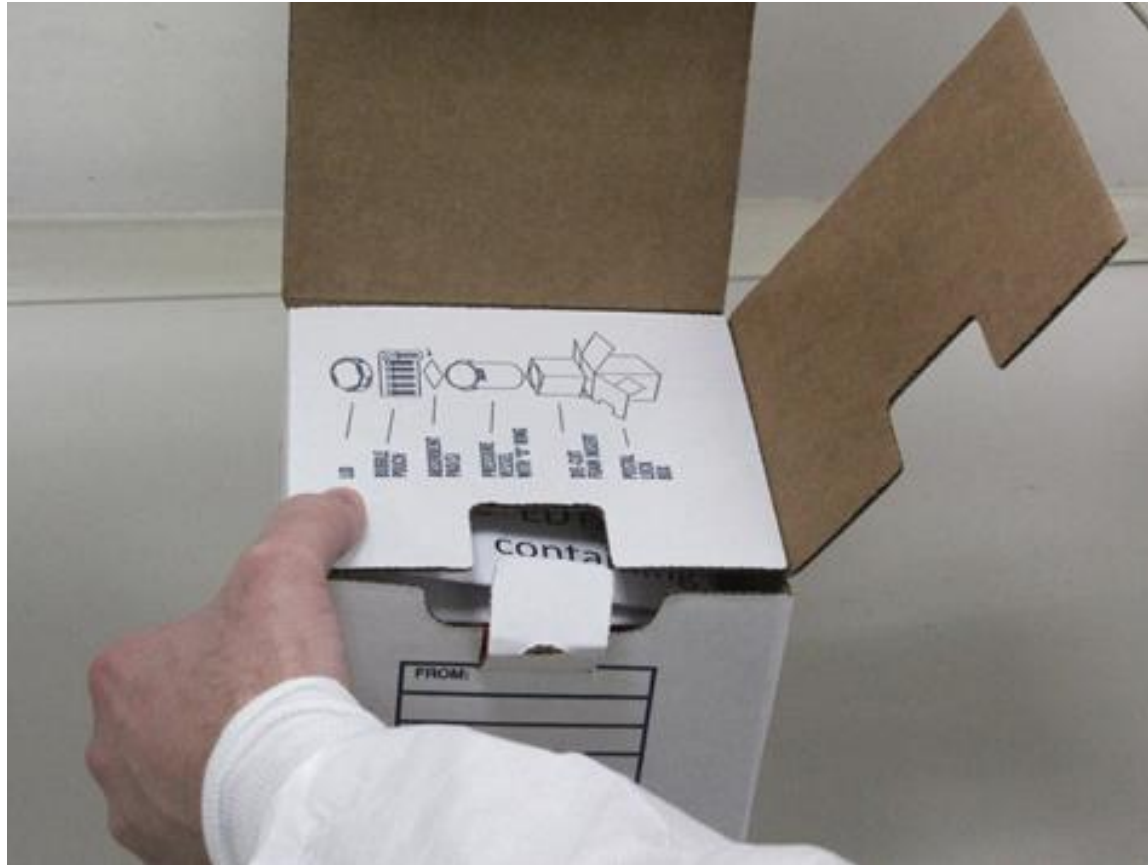
Step 11

- Prepare a list of the shipper contents as shown.



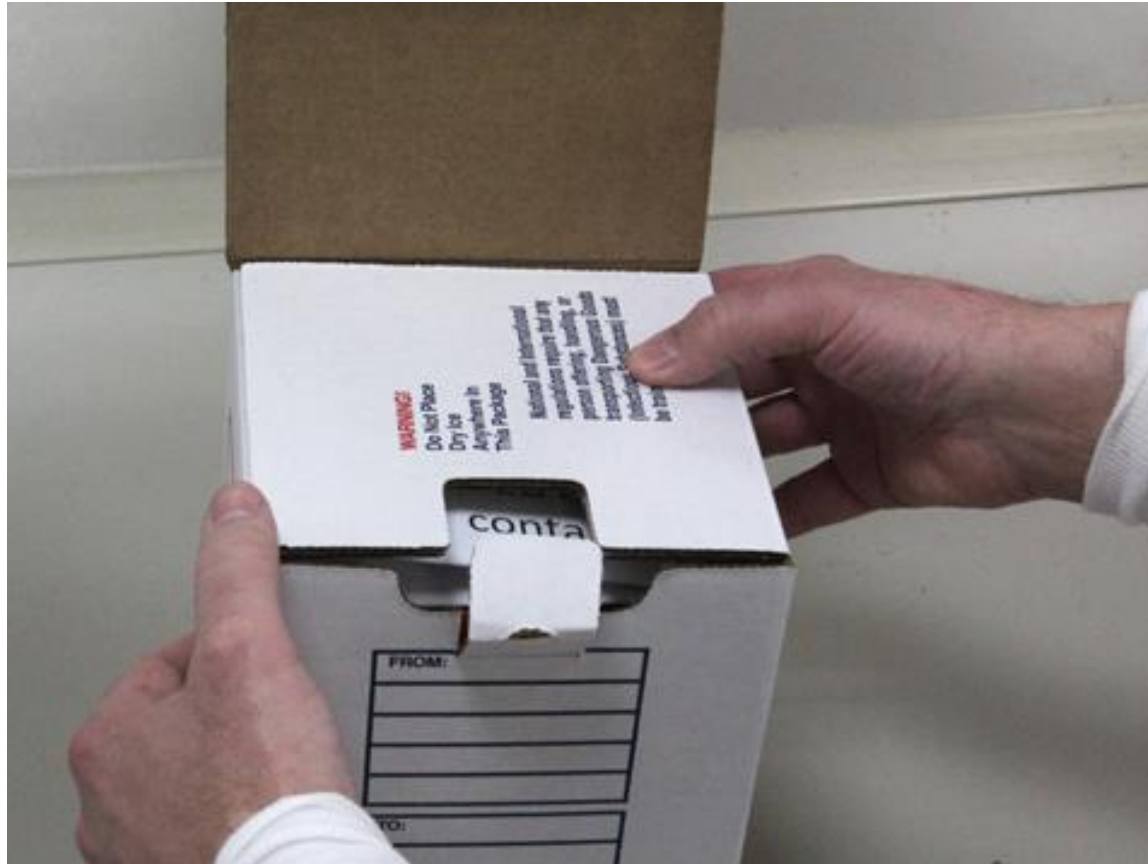
Step 12

- Place the list of contents into the fiberboard box on top of the rigid plastic container.



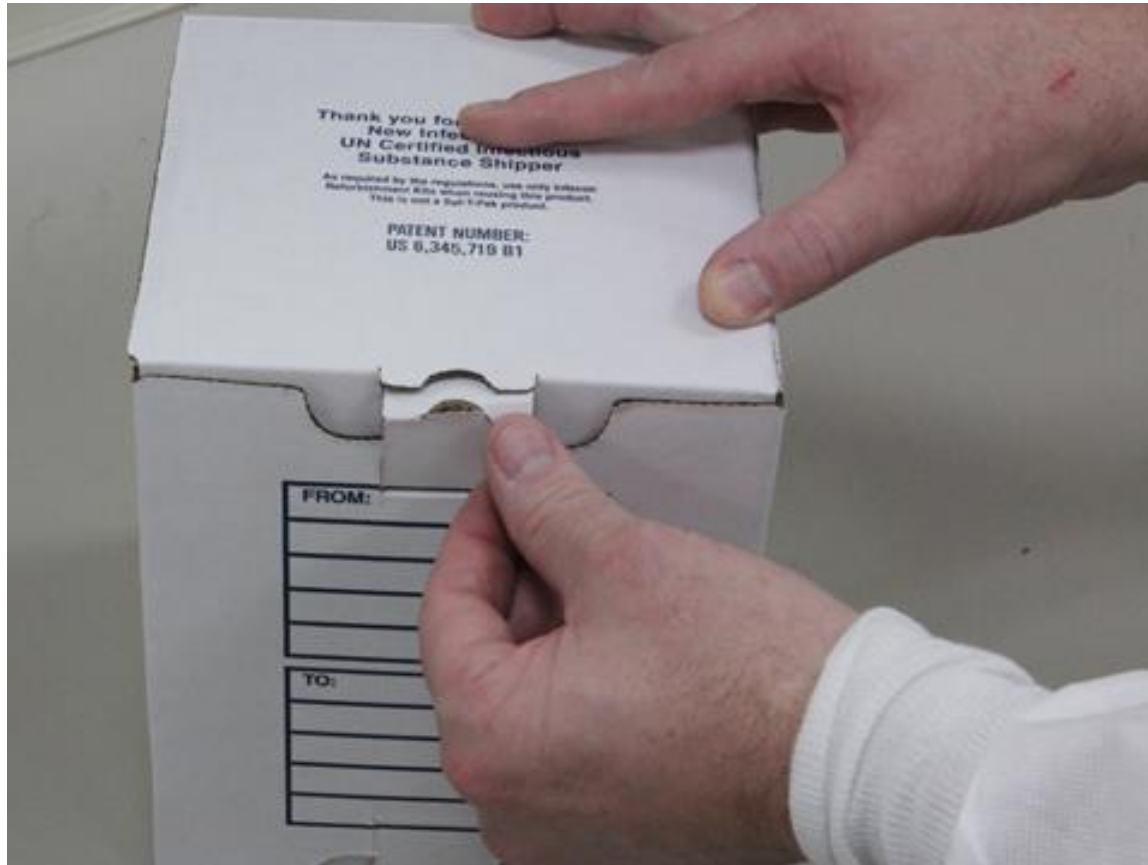
Step 13

- Fold down the left flap.



Step 14

- Fold down the right flap.



Step 15

- Fold down the back flap and insert the front flap to secure the top of the fiberboard box.



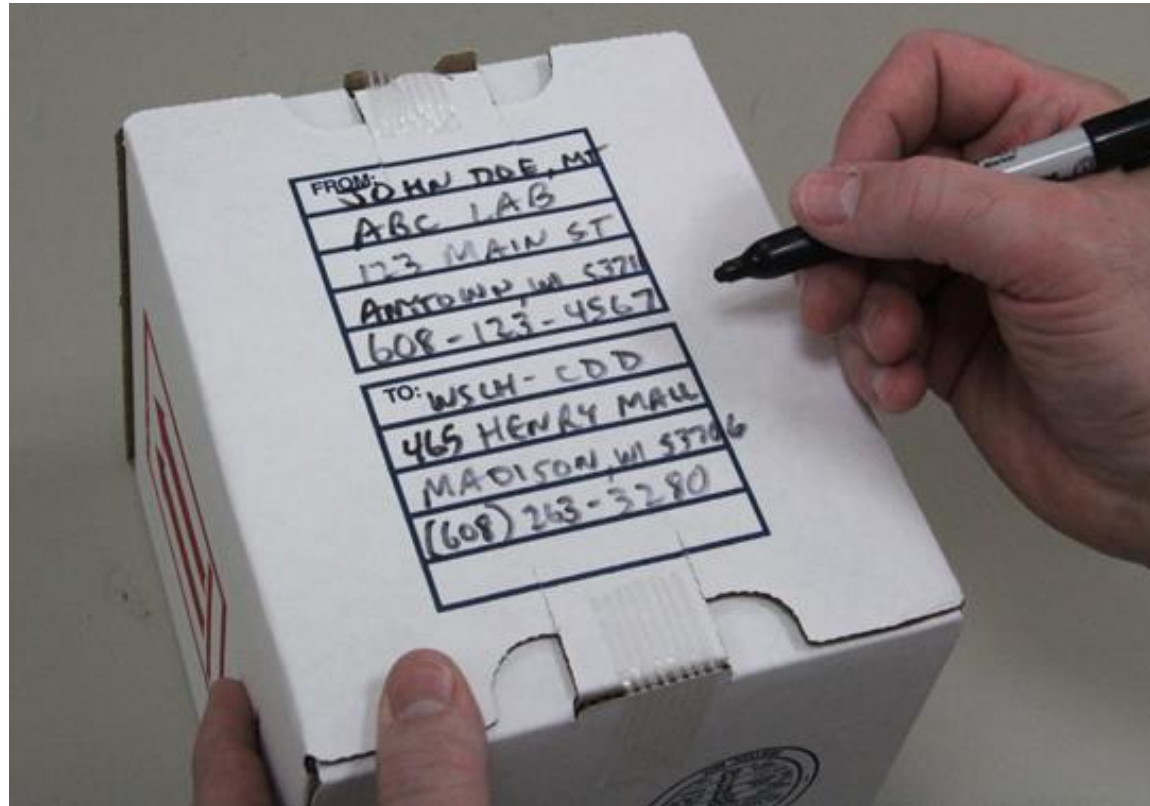
Step 16

- Tape the **top** of the box for added security.



Step 17

- Tape the **bottom** of box for extra security.



Step 18

- Complete the shipping label on the side of box.



Completing the Shipping Label

- The sender information must include:
 - The sending company name and address
 - The name and phone number of the individual knowledgeable about the contents of the box
- The ship to information must include:
 - The receiving company name, address, and a phone number.

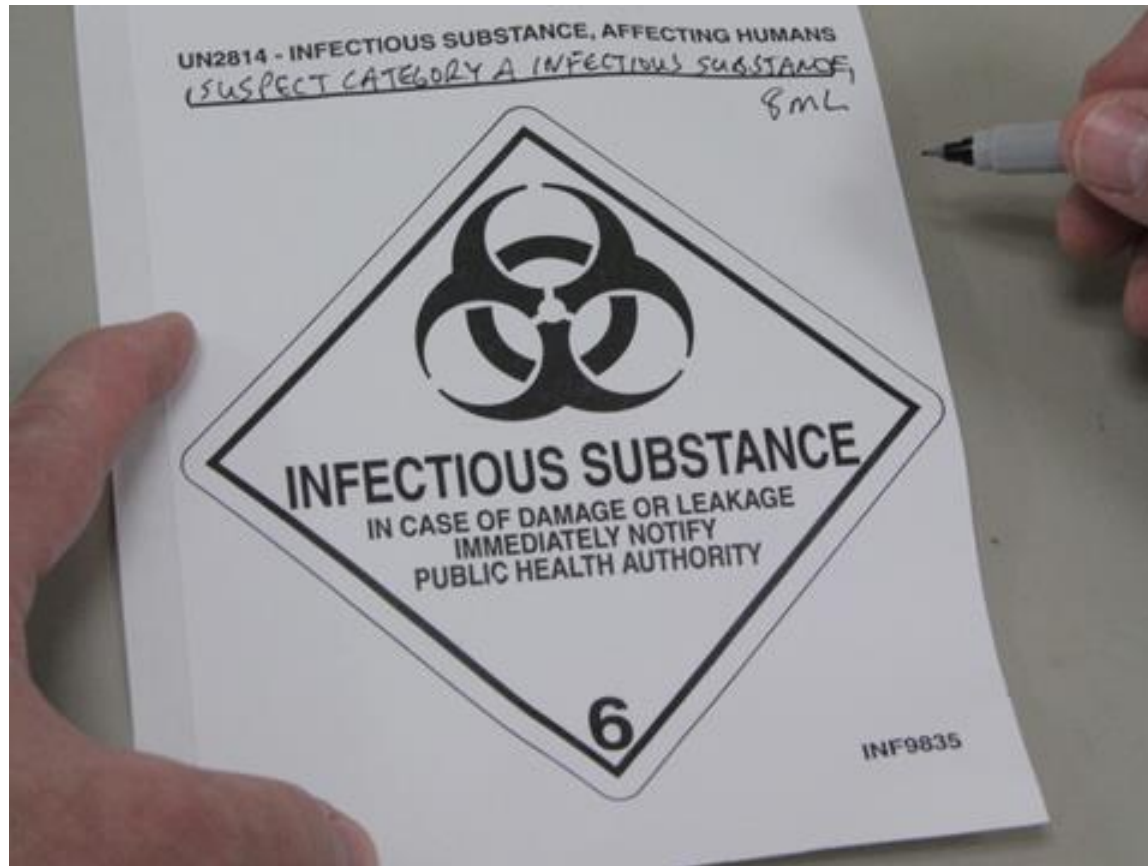
NOTE: For shipping Ebola specimens to the WSLH the address is:

WSLH - CDD,

2601 Agriculture Dr., P.O. Box 7904

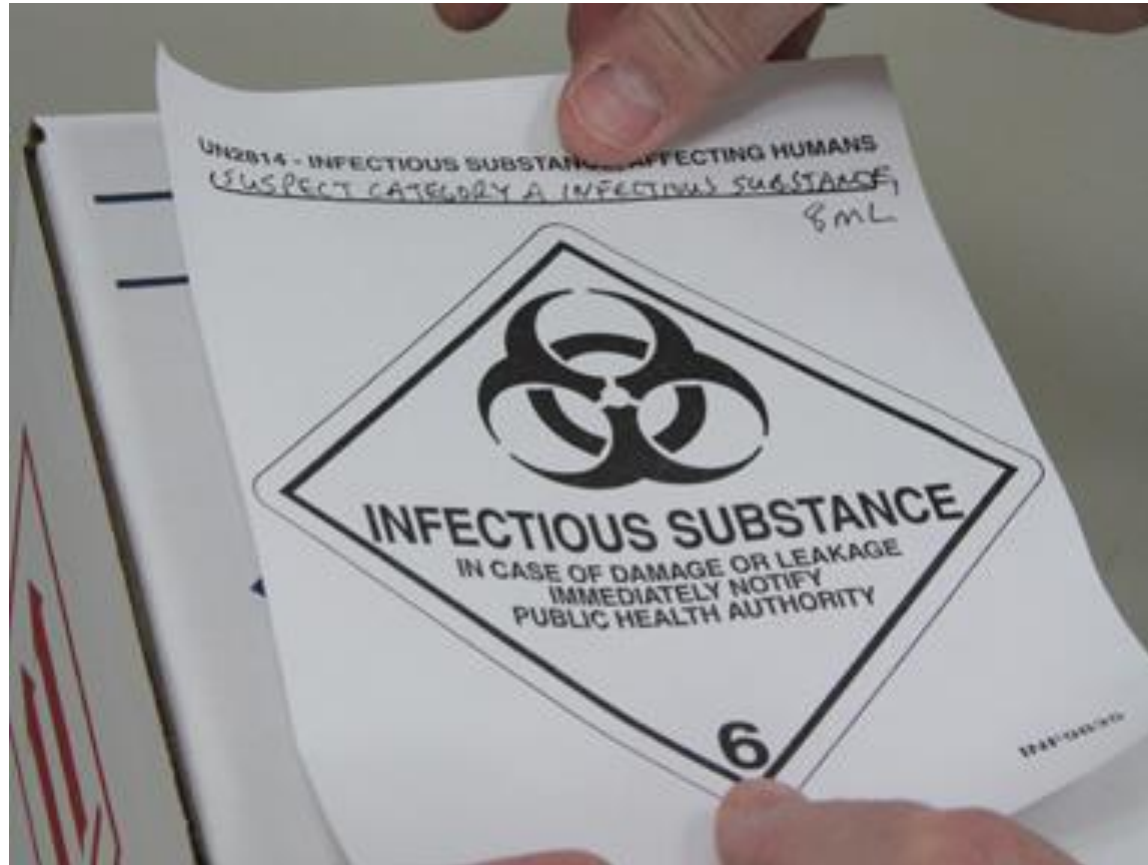
Madison, WI 53718

WSLH Emergency Contact Pager #: (608) 263-3280.



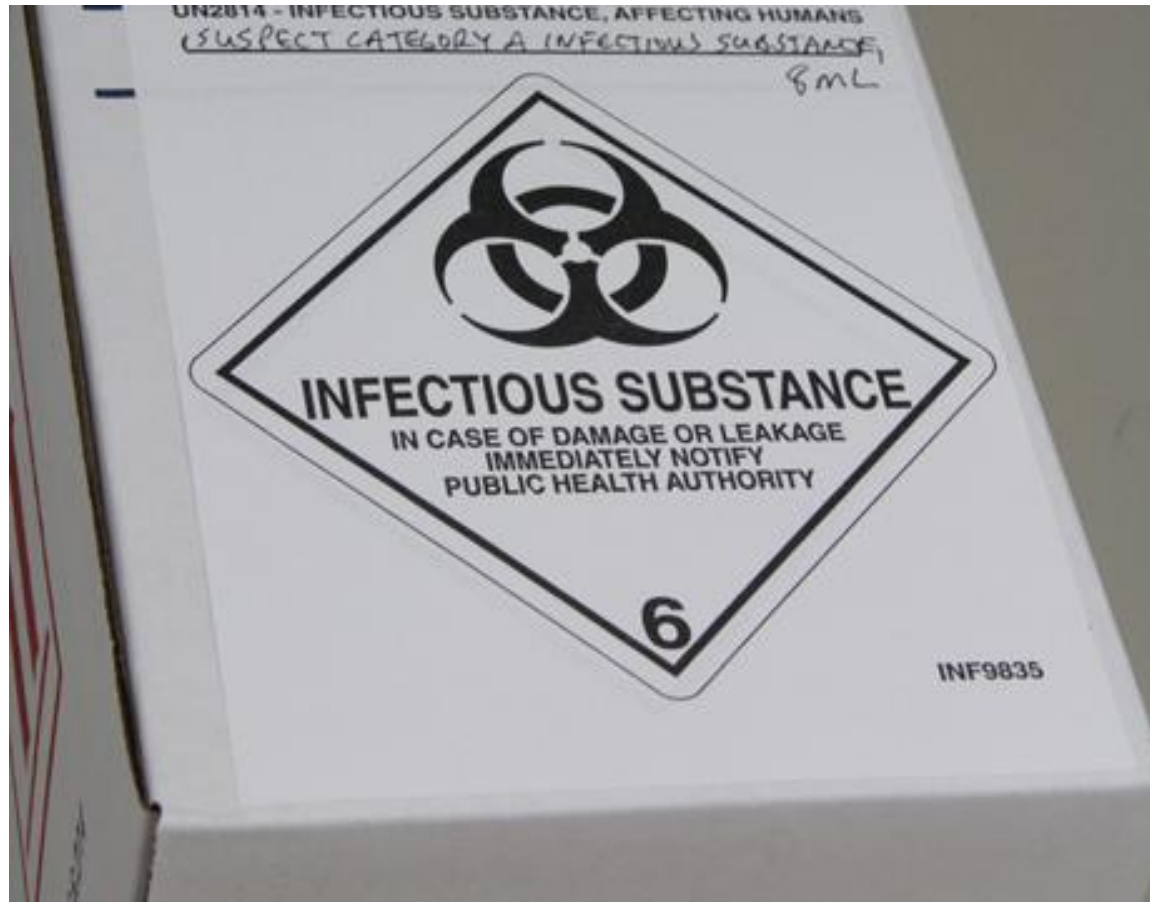
Step 19

- Complete the Infectious Substance label.
- Write at the top of the label as shown: “**Suspect Category A Infectious Substance**” and the total volume or weight of the specimens in the package.



Step 20

- Place the completed label on the side of box.
- NOTE: The volume on the label says 8 ml because there are two 4 ml tubes in the box.



Picture Of Label Placed Correctly On The Side Of The Box



DOT Shipper's Declaration (Certification)

# of boxes	Basic Description	Total Quantity
	UN2814, Infectious substance, affecting humans (Fill in the proper shipping name), 6.2	
	24 hr. Emergency Contact: (Fill in the Name of person/agency) (Fill in the telephone #)	

This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

Signature: _____

Date: _____

Step 21

- Complete a DOT Shipper's Declaration (Certification) form, a chain of custody form, two CDC forms and a WSLH CDD A form.

Completing the Required Forms



- The DOT Shipper's Declaration (Certification) form pictured on the previous slide and the directions for completing it can be found on the WSLH website at <http://www.slh.wisc.edu/wcln-surveillance/wcln/wcln-resources/>.
 - This form may only be used for ground transport and when the transporter does not provide a specific form for use.
- Complete the two required CDC forms which can be found on the WSLH Ebola website at <http://www.slh.wisc.edu/clinical/diseases/ebola-virus-information-for-lab-professionals/>.
- Complete a WSLH CDD A form.
- Complete a Chain of Custody form.
 - The State Patrol Officer will supply the form when the/she arrives to transport the package.
 - If the State Patrol Officer does not supply the form, it can be found on the WSLH Ebola website along with the two required CDC forms.
- Give the completed forms and the package to the State Patrol Officer who will transport the package to the WSLH for testing.