

**BGH - Packaging of Samples for Transport
to RLUH by Taxi.**

Version Number: 2.0

Document Code: BS-SREC-SOP-15	Owner: J Sullivan
Version Number: 2.0	Author: J Sullivan
Date of Issue: 14/03/18	Authority for Issue: J Sullivan Signature: J Sullivan

Related Documents	
COSHH Assessments	
Risk Assessments	
Others	

Significant changes from previous version:

Inclusion of sender label.

Purpose:

To comply with Department for Transport regulations for the transportation of laboratory specimens, all laboratory specimens transported by **taxi** Broadgreen LCL Laboratories must be packaged as detailed below.

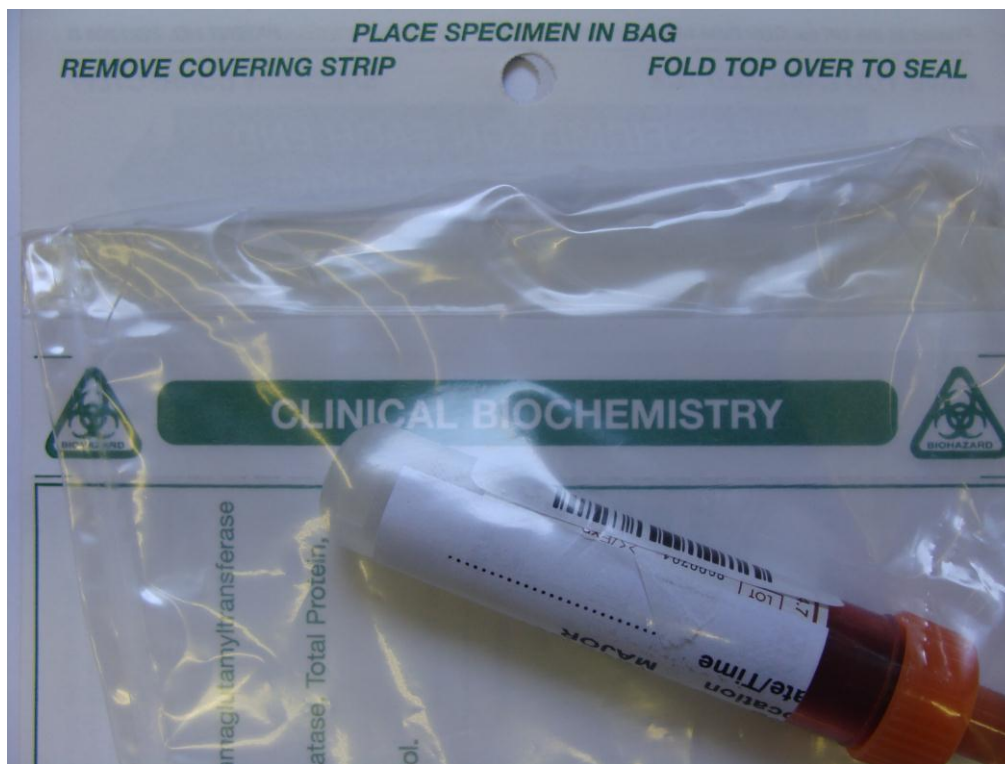
Instructions:

All specimens EXCEPT swabs (for swabs see page 6 below):

1. To minimise the possibility of specimen leakage:
 - (i) Ensure all sample tops are securely fastened.
 - (ii) Place specimens in a sealable sample bag as shown in image 1 below.

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Image 1



2.
 - (i) Place bagged sample(s) in an envelope.
 - (ii) Ensure the envelope is securely sealed.
 - (iii) Place the envelope in an orange transportation tube – see image 2 below.

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Image 2



3. Securely fasten the lid of the transportation tube– **DO NOT** over tighten.

Image 3



4.
 - (i) Place the orange transportation tube inside a polythene sheet and seal using Impulse Heat Sealer (P300/C).

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Do not place more than one orange tube in each bag.

- (ii) Stick the appropriate laboratory address label and sender address to the polythene bag as shown in image 4 and 5 below.

Ensure the address label is firmly stuck to the plastic bag.

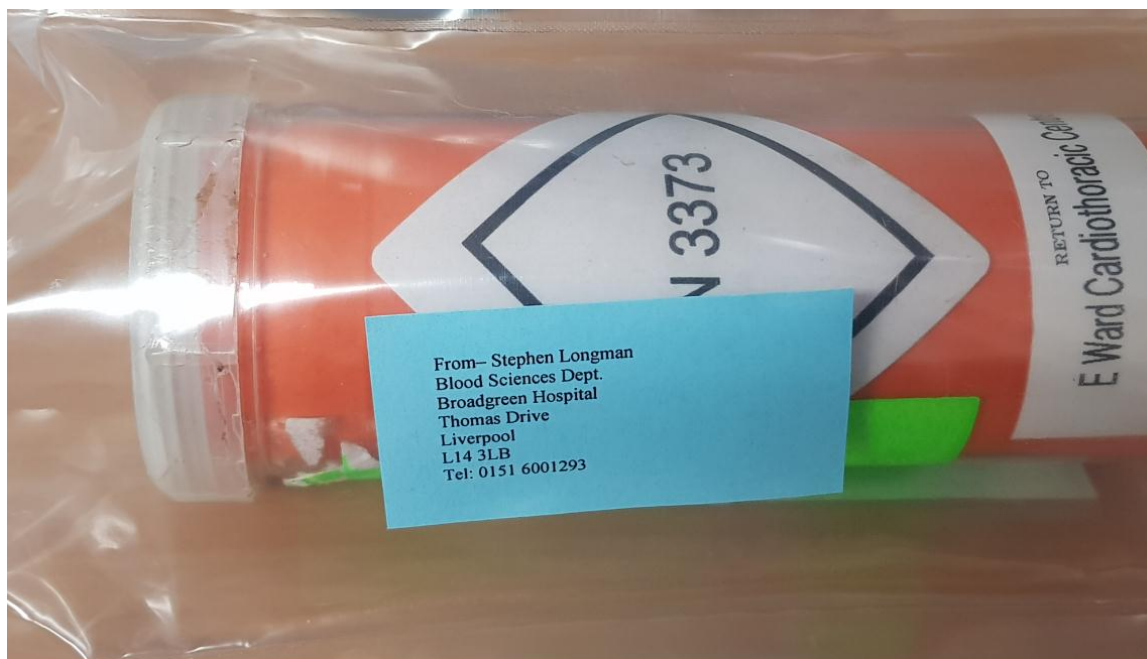
PLEASE DO NOT ATTACH ADDRESS LABELS DIRECTLY TO THE ORANGE TRANSPORT CONTAINERS – ATTACH THE ADDRESS LABEL TO THE PLASTIC BAG AS SHOWN IN THE DIAGRAMS BELOW.

Image 4



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Image 5



The package is now ready for transportation by taxi.

Instructions for swabs:

1. To minimise the possibility of specimen leakage:
 - (i) Ensure all sample tops are securely fastened.
 - (ii) Place specimens in a sealed sample bag as shown in image 5 below.

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Image 5



2. (i) Place bagged sample in bubble wrap pouch
- (ii) Ensure pouch is securely sealed

Image 6



3. Place pouch in plastic tub containing absorbent pad as shown in image 7 below.

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Image 7



5. Securely fasten the lid of the tub and place into the cardboard outer packaging as shown in image 8

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Image 8



6. Fasten the lid of the box and apply the security seal as indicated on the lid as shown in image 9 below.
Complete details on the box by ensuring that the Medical Microbiology address label is firmly attached in the “to” section and that the ward and address of the sender is supplied in the “from” section of the box.

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Image 9



The package is now ready for transportation by taxi.

It will be delivered to the A+E reception area at the Royal Liverpool University Hospital and the Microbiology staff will arrange for it to be taken from there to the Laboratory.

References

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