



## Transfer of Biological Samples Between Institutions in the GTA

### 1. Purpose:

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To provide step by step guidance for the transfer of biological agents to and from other institutions.

### 2. Scope:

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Applies to everybody working in the CL2 Facility (DB440), all PIs and lab-personnel requesting, transporting and storing biohazard materials from other institutions.

### 3. Prerequisites:

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PI: possession of biosafety permit.

Lab personnel: Biohazard training.

For risk group 2: TDG Class 6 training

### 4. Responsibilities:

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Principal investigators are responsible for enforcing this SOP, and for updating their biosafety permit with the Biosafety office. They are also responsible for updating the group 2 biohazard inventory to reflect any new changes in biological agent acquisitions or removals. Lab personnel are responsible for transporting biohazard materials as per this SOP, and for handling and storing as per CL2 practices.

## ***Personal Protection Equipment (PPE):***

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*materials*



*When preparing*

*biohazards for shipment, receiving, unpacking, and handling biohazard*

### **5. Procedure:**

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#### **Principal Investigators:**

- 1) Update biosafety permit with Biosafety office
- 2) Update the group 2 biohazard inventory to reflect any changes in biological agent acquisitions or removals
- 3) Obtain [Biohazard Agent Transfer Notification form](#)

#### **Lab-personnel:**

Risk Group 1: Biohazards can be transported from other Institutions without further training and legal requirements. If they are genetically modified, TDG training is required.

Risk Group 2: the person transporting biological risk group 2 agents must have received full TDG Class 6 training (opening, transporting, packaging and receiving) training. For TDG Class 6 training go to: [Biosafety Training Courses](#)

#### **Transferring Cell Cultures:**

- 1) Growing cell culture in flasks with non-filtered lids
- 2) Before transferring, fill the flasks to 3/4<sup>th</sup> its total capacity with fresh media and close the flasks with the non-filtered lids
  - a. Wrap parafilm around the mouth of the flask to secure the lid
- 3) Place biological sample in a primary container (tube, flask) which is leak proof, and can be capped
  - a. Have to wipe the outside of the containment device with 70% ethanol
- 4) Wrap the primary container with paper towels before placing it into the ziplock/sealable bag or a sealable plastic container (becomes the secondary container)
- 5) Better to have more layers of protection so that the spill/leak is contained better and there isn't a greater area of contamination
- 6) If the sample needs to be kept frozen then place ice cubes/dry ice in a Styrofoam box and then place the containment device with the biological sample in it
- 7) Label the box with: Biological agent name, risk group classification, receiver's information
- 8) Wipe exterior of box with 70% ethanol before leaving the lab with the box

**Receiving Biological Agents:**

- 1) Review documentation that came with the box to determine its risk group
- 2) Open the box inside a BSC
  - a. Inspect for spills and take care of the spills by following the [Biological Spills SOP](#)
- 3) Take out contents inside the box and throw out the things not required such as absorbent material
  - a. Throw away the box as solid biohazardous waste
- 4) Wipe materials with 70% ethanol before taking it out of the BSC
- 5) Handle/store the samples/items as per the CL2 guidelines (applicable to group 2 biohazard)