Please send samples at room temperature. Please use either Royal Mail or a designated approved courier.

If the sample cannot be sent directly to the laboratory, store at +4°C and send at the earliest opportunity. Do not freeze samples.

Samples sent by Royal Mail must comply with Packing Instructions 650 for category B substances.

The specimen container must be placed in an individual clear, plastic, marsupial transport bag properly sealed at the top to contain potential leakage. The outer packaging for the specimens transported by postal services must be marked with diamond shaped mark UN 3373 and Biological substances, Category B.

**Samples sent by post must comply with the Health and Safety Executive – Transportation of Infectious Substances. This can be accessed via:** <http://www.hse.gov.uk/biosafety/blood-borne-viruses/transportation-of-infectious-substances.htm>

**The following guidelines, in addition with Packing Instruction 650, should be followed to ensure sufficient packaging of Category B Infectious Substances for transportation.**

There should be **AT LEAST** three layers to the packaging as follows:

1. **Primary receptacle –** sample tube or culture flask
* The specimen should be within a leak-proof primary receptacle
* The primary receptacle should be wrapped in absorbent material capable of absorbing the receptacle’s entire contents in case of breakage
* The primary receptacle **MUST NOT** contain >1 litre of sample
* The primary receptacle should be capable of withstanding, (without leaking), an internal pressure of 95kPa (0.95 bar)
1. **Secondary packaging** – a sealed, plastic kangaroo bag
* The primary receptacle should be placed into a non-rigid, leak-proof secondary package
* The referral card should be placed in the external sleeve of the kangaroo bag so that it is separated from the primary receptacle to avoid contamination should the primary receptacle leak
* Multiple primary receptacles may be sent within a single package but each must be placed into its own secondary packaging in order to prevent contact between primary receptacles
* The secondary packaging should be capable of withstanding, (without leaking), an internal pressure of 95kPa (0.95 bar)
1. **Outer packaging** - a sample box with at least one surface with a minimum dimension of 100mm2
* The secondary packaging should be placed into rigid outer packaging
* Any remaining space between the secondary and outer packaging should be filled with suitable cushioning material in order to protect the primary receptacle from damage during transit
* The outer packaging **MUST NOT** contain >4 litres/kg
* The outer packaging **MUST** display:
	+ A proper shipping name – BIOLOGICAL SUBSTANCE CATEGORY B
	+ Package marking – UN3373 inside a square set at an angle of 45o (diamond-shaped) with each line being a minimum length of 50mm and a minimum thickness of 2mm with the lettering being a minimum height of 6mm
	+ To and from labels
* The outer packaging should be securely closed with tape, catches etc.

**Further details can be found via the following documents:**

United Nations Economic Commission for Europe - General provisions and provisions concerning dangerous substances and articles. Accessed via <http://www.unece.org/fileadmin/DAM/trans/danger/publi/adr/adr2009/English/Part2.pdf> (see section 2.2.62 Class 6.2 Infectious Substances)

Department for Transport – Transport of infectious substances. Accessed via <http://www.royalmail.com/sites/default/files/Guidance-Document-Infectious-Substances-171012.pdf>

IATA Guidance Document – Infectious Substances. Accessed via <http://www.royalmail.com/sites/default/files/Guidance-Document-Infectious-Substances-171012.pdf>

#### Send samples by Royal Mail and Courier to one of the following:

|  |  |
| --- | --- |
| **Cambridge University Hospitals:**East Genomics Laboratory HubGenomics Laboratory Specimen ReceptionBox 143ATC Level 6Addenbrooke’s HospitalHills RoadCambridgeCB2 0QQ | **Nottingham University Hospitals:**Nottingham Regional Genetics LaboratoriesEast Midlands Regional Molecular Genetics ServiceCentre for Medical GeneticsCity Hospital CampusNottingham University Hospitals NHS TrustHucknall RoadNottingham NG5 1PB |
| **University Hospitals Leicester:**Cytogenetics DepartmentLeicester Royal InfirmaryInfirmary SquareLeicesterLE1 5WW  |  |

**Equality and diversity statement:** This document complies with the Cambridge University Hospitals NHS Foundation Trust service equality and diversity statement.

**Disclaimer:** It is your responsibility to check that any printed out copy is the current ratified version of this document. For full approval history of documentation please see relevant Q-Pulse record.