

Transportation of Biological Samples Policy

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| Title: | Transportation of Biological Samples |
| Last Reviewed Date: | 03-03-2026 |
| Last Revised Date: | 03-03-2026 |
| Effective Date: | 12/15/2003 |
| Applies To: | Faculty, staff and students, others |
| Contact: | EHS Biological Health and Safety ehs@uconn.edu |

1 BACKGROUND

Biological materials often need to be transported by research and diagnostic laboratory personnel. The majority of these samples do not meet the United States Department of Transportation definition of a Hazardous Material (Dangerous Good) for ground transportation.

2 PURPOSE

This policy will provide guidance to University personnel transporting biological samples.

3 APPLIES TO

This policy applies to anyone at the University of Connecticut, Storrs, Avery Point, Hartford, Stamford, or Waterbury campuses, transporting biological samples between University of Connecticut campuses, locations on a University of Connecticut campus, or non-University of Connecticut sites.

This policy does not apply to the transport of University of Connecticut samples by a commercial carrier or service. Federal and International regulations will apply to shipments made by a commercial air or ground transport company.

This policy does not apply to a sample classified as a Category A Infectious Substance. Federal and International regulations will apply and supersede this policy.

4 DEFINITIONS

Biological samples are any materials taken from humans or animals, living or dead, fresh or preserved (cells, tissues, organs, blood and body fluids), cultures, suspensions or lyophilized prokaryotic or eukaryotic microorganisms, viruses, sub-viral particles, recombinant products, or parasites used for diagnostic or research purposes.

Category A infectious substance is an infectious substance which is transported in a form that, when exposure to it occurs, is capable of causing permanent disability, life-threatening or fatal disease to otherwise healthy humans or animals, assigned to UN 2814 or UN 2900.

5 POLICY STATEMENT

University personnel will follow the procedures outlined below to document, label, and package biological samples when they are transporting samples.

6 ENFORCEMENT

Violations of this policy and any related procedures may result in appropriate disciplinary measures in accordance with University Laws and By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, and the University of Connecticut Student Conduct Code.

7 RESPONSIBILITIES

7.1 TRANSPORTER

- Package samples as described for method of transport.
- Submit and carry the Biological Research Sample Transportation form if required.

8 FORMS/PROCEDURES

- Transporting biological samples between buildings on the University of Connecticut campuses.

Samples transported by hand must be in closed leak-proof labeled primary containers. Liquid samples must be surrounded by absorbent material in a secondary container. Samples must be clearly labeled. Laboratory contact information must be in or on the outer container. Samples must not be transported on campus shuttles. If it is necessary to transport samples on any public roads in any vehicle, follow the packaging requirements for transporting biological samples between campuses or non-university sites.

- Transporting biological samples between University of Connecticut campuses or non-university affiliated sites and a University campus.

Samples must be in closed leak-proof labeled primary containers. Liquid samples must be packed in a secondary container and surrounded by enough absorbent material to contain any liquids and absorb any shock during transport. Samples must not be carried in the passenger compartment of the vehicle. Documentation must always accompany the materials. The University of Connecticut Research Sample Transportation form must be used as documentation and submitted to Environmental Health and Safety for each trip.

Research Sample Transportation forms can be found at <https://ehs.uconn.edu/biological-research-transportation-form/>