Biological Risk Management and Containment

Packaging Protocol for Transfer and Export of Restricted Biologicals

Containment Laboratory Guidelines

Version 2- February 2021

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This document was originally Version 1 which was extensively reviewed and approved in February 2021.

Record of Amendments to Version 2

Date	Page number	Nature of amendment

Contents

1. Who are these guidelines for?

These guidelines are for **principal investigators (PIs), designated persons in charge, designated laboratory person (DLPs)**, **technical managers**, other technical staff and students wanting to transfer or export **restricted biological materials** or **genetically modified organisms (GMOs)**.

2. What is the purpose of these guidelines?

The purpose of these guidelines is to ensure correct packaging protocols are followed when transferring or exporting restricted biologicals and GMOs.

3. Transfer of restricted biologicals, microorganisms and cell cultures within the same facility

Restricted biological products, cell cultures and microorganisms may be transported between laboratories within the same facility as long as they are appropriately packaged for safe transportation. For example, a tube or petri dish is to be placed within an impermeable secondary container. It is acceptable to use chilly bins as a secondary container where transfer is to be undertaken on dry or wet ice.

4. Packaging for transportation of restricted biologicals, microorganisms, GMOs and cell cultures to and from University of Auckland containment and transitional facilities

4.1 Restricted biologicals

Restricted biological materials for transfer or export are to be packaged inside a screw-capped container which is within an outer sealed container. It is acceptable to use chilly bins as a secondary container where transfer is to be undertaken on dry or wet ice.

4.2 Risk Group 1 microorganisms, GMOs and cell cultures (including GM plant seed and animal germplasm)

Microorganisms and cell cultures are, as a minimum, to be packaged according to Packing Instruction No. 650 of the IATA Dangerous Goods Regulations.

Where temperature-controlled transport is not critical, compliance with these DG Regulations can be achieved by using bio-pouches and corresponding overpacks, which are available from the SBS or FMHS stores.

4.3 Risk Group 2 microorganisms and GMOs

Risk Group 2 and 3 microorganism cultures are to be shipped as UN 3373 Biological Substances Category B and packaged according to Packaging Instructions No. 650 of the IATA Dangerous Goods Regulations.

DG-licensed couriers are to be used for transport of Risk Group 2 and 3 micro-organism cultures outside of the University. Packaging requirements and DG documentation are very specific and require courier expertise.

IATA Dangerous Goods Regulations define the requirements for certification, the maximum quantities that can be transported by cargo or passenger aircraft, the external labelling requirements (including the identifying UN number) and the details to be included in the Shipper's Declaration for Dangerous Goods.

Special screw-capped inner shipping containers and IATA Packaging Instruction 650 overpacks are available from the FMHS Store. DG-licensed couriers will also able to supply 650 compliant packaging.

5. Definitions

A **genetically modified organism (GMO)** is an organism modified by *in vitro* manipulation for which approval to import or to develop is required under the Hazardous Substances and New Organism (HSNO) Act. GMOs must be held in a Ministry of Primary Industries approved containment facility as a primary control condition of HSNO approval. Movement of GMOs from a containment facility requires prior specific approval under the HSNO Act.

Restricted biologicals are biological materials (such as serum, animal tissue, GMOs or cell lines) that have been imported under a restricted Permit to Import and directed to be held in a New Zealand Ministry of Primary Industries approved transitional or containment facility under the Biosecurity Act. Under the Biosecurity Act, movement of restricted biological imports from a containment or transitional facility requires specific prior approval.

Designated laboratory person (DLP) means the trained person in each research group who has been given the authority to receive purchase requests made in SciTrack and to make a formal request for a purchase order via PeopleSoft. In containment and transitional facilities DLPs will have additional training to enable them to scrutinise documentation for restricted items and provide support to researchers.

Designated person in charge means a staff member in any of the following roles: sector manager, facility manager, floor manager, technical manager or an appointed delegate.

Principal Investigator (PI): In the context of hazard containment and transitional facilities, a principal investigator is the holder of an independent grant administered by the University and the lead researcher for the grant project, usually in the sciences, such as a laboratory study or a clinical trial. The phrase is also often used as a synonym for "head of the laboratory" or "research group leader." The PI is responsible for assuring compliance with applicable University standards and procedures, and for the oversight of the research study and the informed consent process. Although the PI may delegate tasks, they retain responsibility for the conduct of the study.