Packaging and Shipping a Suspect Category A Infectious Substance to the WSLH for Ebola Testing
(Pictorial Guidance Document)

DOES NOT SUBSTITUTE FOR TRAINING
• This guidance is to be used as an aid in packaging and shipping a suspect category A infectious substance specimen for Ebola testing at the WSLH.

• **This material does NOT serve as packaging and shipping training**, which is required for packaging and shipping certification and is the responsibility of each laboratory.

• **Anyone who handles any part of packaging and shipping specimens** **MUST** **be certified** in packaging and shipping.

• The shippers declaration shown in the photos in this guidance document may be used only when shipping by ground transport and when the transporter does not provide a specific form for use.
Collecting Blood Specimens for Ebola Testing at the WSLH

Specify who will collect these specimens in your “Ebola Plan”
• **DO NOT** take any shipper components into the patient room.
• You **may** store EDTA blood collection tubes, small biohazard bags and absorbent wipes in the patient room.
• Collect two plastic EDTA tubes, each containing a minimum of 4 ml of whole blood for Ebola testing at the WSLH.
• Decontaminate the outside of each collected specimen tube with a disinfectant effective against nonenveloped viruses, such as bleach, while in the patient room.
• Wrap each decontaminated tube in an absorbent wipe and place each tube into a separate biohazard bag while in the patient’s room.

• Decontaminate the outside of each biohazard bag with a disinfectant effective against nonenveloped viruses, such as bleach, before bringing them out of the patient room.
Hand the decontaminated biohazard bags to an individual outside of the patient room who is certified in packaging and shipping Category A specimens to package the specimens for transport.
Packaging Specimens for Ebola Testing at the WSLH

Specify in your “Ebola Plan” where, outside the patient room, the specimen will be packaged
Category A Infectious Substance Shipper contents

- **NOTE:** This is the shipper the WSLH uses. Your facility may use a different brand of shipper. It should have similar contents.
- The Shippers Declaration (Certification) form that is pictured may only be used for ground transport and can be printed from the WSLH Ebola website.
• A Category A Shipper must have the UN specification packaging indicating it is for Class 6.2 infectious substances that you see below the arrow on this box.

• You must use the components included in the box. **Do Not** mix and match components from other boxes even if from the same supplier.
Step 1

- Place the disinfected biohazard bag containing the specimen on an absorbent wipe and wrap the biohazard bag in the absorbent wipe as best you can.
- Repeat this process for the second specimen.
Step 2

• Place the rolled-up specimen into the bubble-wrap sleeve.
• Seal the bubble-wrap sleeve.
• Repeat this process for the second specimen.
Step 3

- Decontaminate the outside of both bubble-wrapped specimens with a disinfectant effective against nonenveloped viruses, such as bleach.
- Change your gloves.
Step 4

- Place the bubble-wrapped specimen into the biohazard bag.
- Seal the biohazard bag.
- Repeat this process for the second specimen.
Step 5

- Decontaminate the outside of both biohazard bags with a disinfectant effective against nonenveloped viruses, such as bleach.
- Change your gloves.
Absorbent material in bottom of container

- NOTE: There should be absorbent material in the bottom of the rigid plastic container.
Step 6

• Place a frozen cool pack in the rigid container to keep the specimens refrigerated during transport.
Step 7

• Place both decontaminated biohazard bags into the rigid plastic container.
Step 8

- Place the lid onto the rigid plastic container and screw the lid into place, making sure that the container is tightly sealed.
Step 9

• Decontaminate the outside of the rigid plastic container with a disinfectant effective against nonenveloped viruses, such as bleach.
• Remove your gloves.
Step 10

- Push the rigid plastic container down into the box so it is secure and immobile.
• Note: The rigid plastic container is secure and immobile in the box.
Step 11

- Prepare a list of the shipper contents as shown.
Step 12

• Place the list of contents into the fiberboard box on top of the rigid plastic container.
Step 13

- Fold down the left flap.
Step 14

- Fold down the right flap.
Step 15

- Fold down the back flap and insert the front flap to secure the top of the fiberboard box.
Step 16

- Tape the **top** of the box for added security.
Step 17

• Tape the **bottom** of box for extra security.
Step 18

• Complete the shipping label on the side of box.
Completing the Shipping Label

• The sender information must include:
  • The sending company name and address
  • The name and phone number of the individual knowledgeable about the contents of the box

• The ship to information must include:
  • The receiving company name, address, and a phone number.

NOTE: For shipping Ebola specimens to the WSLH the address is:

  WSLH - CDD,
  2601 Agriculture Dr., P.O. Box 7904
  Madison, WI 53718
  WSLH Emergency Contact Pager #: (608) 263-3280.
Step 19

- Complete the Infectious Substance label.
- Write at the top of the label as shown: “Suspect Category A Infectious Substance” and the total volume or weight of the specimens in the package.
Step 20

• Place the completed label on the side of box.
• NOTE: The volume on the label says 8 ml because there are two 4 ml tubes in the box.
Picture Of Label Placed Correctly On The Side Of The Box
Step 21

- Complete a DOT Shipper’s Declaration (Certification) form, a chain of custody form, two CDC forms and a WSLH CDD A form.
Completing the Required Forms

- The DOT Shipper’s Declaration (Certification) form pictured on the previous slide and the directions for completing it can be found on the WSLH website at [http://www.slh.wisc.edu/wcln-surveillance/wcln/wcln-resources/](http://www.slh.wisc.edu/wcln-surveillance/wcln/wcln-resources/).
  - This form may only be used for ground transport and when the transporter does not provide a specific form for use.

- Complete the two required CDC forms which can be found on the WSLH Ebola website at [http://www.slh.wisc.edu/clinical/diseases/ebola-virus-information-for-lab-professionals/](http://www.slh.wisc.edu/clinical/diseases/ebola-virus-information-for-lab-professionals/).

- Complete a WSLH CDD A form.

- Complete a Chain of Custody form.
  - The State Patrol Officer will supply the form when the/she arrives to transport the package.
  - If the State Patrol Officer does not supply the form, it can be found on the WSLH Ebola website along with the two required CDC forms.

- Give the completed forms and the package to the State Patrol Officer who will transport the package to the WSLH for testing.