

GUIDELINES– Receiving Potentially Infectious Biological Material

Version 1.0

**Office for the Protection of Research Subjects (OPRS)
Institutional Biosafety Committee (IBC)**

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I. Institutional Guidelines

1. Personnel who will be responsible for receiving infectious material should verify that the material will be shipped in compliance with the shipping requirements outlined in Section 5.28 of the UIC Biosafety Manual (www.uic.edu/depts/envh/). These requirements are consistent with the Department of Transportation Regulations (DOT) and International Air Transport Association (IATA) Dangerous Goods Regulations.
2. Personnel who will be responsible for receiving infectious material should verify that all required import/export permits have been obtained as necessary prior to arranging for receipt of material.
3. Personnel who will be responsible for receiving infectious material should be familiar with the potential hazards of the material being received.
4. Personnel receiving the package should inspect it for damage. If package is leaking, it should be placed in an isolated area. If anyone has handled the package and may have been exposed to leaking materials, the affected area should be washed thoroughly. University Health Service (996-7430) and Environmental Health and Safety (996-SAFE) should be notified.
5. Packages should be opened in a room that is of the appropriate biosafety level for the material being received and if possible a biological safety cabinet should be used. The appropriate personnel protective equipment for handling the material such as lab coats, appropriate eye protection and protective gloves must be worn.
6. The outer packaging should be opened first and the secondary container removed. Due to the possibility that the primary container may have leaked, the secondary container should be wiped down with an appropriate disinfectant prior to opening. If the primary container has leaked, all packaging should be placed in a biohazard bag and autoclaved for disposal.
7. If the package is damaged, contents are missing, or the package does not arrive, the personnel responsible for the shipment must contact the shipper and the carrier.
8. Anyone wishing to receive a select agent must contact the EHSO (996-7411) to complete all required regulations for use and receipt of a select agent. Select agents will not be shipped directly to investigators, but must be shipped through the Responsible Official.

Anyone wishing to ship potentially infectious biological material including, but not limited to, human cell lines, diagnostic samples, and rDNA viral vectors, etc. must complete the appropriate DOT or IATA training prior to packaging and shipping. For additional information please see IBC web site information on training (<http://www.research.uic.edu/protocolreview/ibc/education/index.shtml>)