

Name of Policy: Packaging and Shipping of Infectious Materials		 Effective date: 1/4/2025 Original effective date: 05/25/1998	
Policy Number: 3364-107-407			
Approving Officer: Medical Director, Clinical Pathology			
Responsible Agent: Director, Clinical Pathology Administrative Director, Lab			
Scope: Pathology Laboratory University of Toledo Medical Center			
Key words: Infectious material, packaging training, shipping training, compliance to laws, material destinations.			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

To ensure adherence to federal, state, and local regulations regarding the shipment of infectious or potentially infectious materials.

(B) Purpose of policy

All send out testing personnel will be formally trained in the packaging and shipping of infectious materials.

(C) Procedure

1. Send out testing personnel attend training sessions and are certified in the packaging and shipment of infectious or potentially infectious materials. The training certificates are kept in the Specimen Processing/Send Out Department.
2. Associated Regional and University Pathologists (ARUP) and Mayo Laboratories are University of Toledo Medical Center (UTMC) primary reference laboratories. These two laboratories provide couriers that package UTMC specimens and prepare these specimens for shipping.
3. Any other reference laboratory used by UTMC provides instructions for packaging and shipping specimens to such laboratory. These laboratories also provide the shipping and packaging materials necessary to meet all federal, state, and local regulations.
4. If there is a question about shipment of any materials from UTMC Laboratory, staff is to call reference laboratory and ask laboratory to fax instructions.

5. If infectious or potentially infectious material is to be shipped to a location other than a reference laboratory or health department, staff is to follow the federal, state, and local guidelines as trained.

<p>Approved by:</p> <p>/s/</p> <hr style="width: 30%; margin-left: 0;"/> <p>Name: Amira Gohara, M.D. Title: Medical Director, Clinical Pathology</p> <p>1/10/2025</p> <hr style="width: 30%; margin-left: 0;"/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Joshua Otiso, Administrative Director, Lab</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • S-07 <p>Initial effective date: 05/25/1998</p> <p>Review/Revision Date: 01/04/2025</p> <p>Next review date: 01/04/2027</p>
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