



# Standard Operating Procedure: Transport of formalin fixed whole brain within the UK and EU

## *Document History*

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|------------------------|----------------------|
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This SOP will outline the procedure for packaging and transporting formalin fixed whole brain within the UK and EU.

## Background

Document UoS position for this SOP and how the school will implement this

## Definition

Transport of biological material

## Procedure

All specimens for transport should be packaged according to an approved method (UN packing instruction 650) which has 3 layers

- a. water tight primary receptacle
  - b. water tight secondary receptacle with absorbent material between the primary and secondary receptacle
  - c. Rigid outer packaging of adequate strength
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1. All formalin must be drained from the brain
  2. Brain is wrapped in dampened paper towel and placed in a small watertight plastic bucket. Ensure the sample does not move around
  3. Place bucket in a plastic bag and seal
  4. Place sealed bag in a suitably sized cardboard box and pad out to prevent movement and seal box with parcel tape
  5. Include list of contents between outer and secondary packaging
  6. Collect airway bill from C floor and fill in carefully-make sure you enter description of contents as 'Biological material Cat B' and affix a UN3373 label to the outer packaging
  7. Generate an order number on the SAP system including airway bill number in the internal notes.
  8. Ring DHL on 08701 100 300 to make a booking quoting account number '134009872'

## 3. Associated Documents

|   | Document                                  | Document Reference               |
|---|---|----------------------------------|
| 1 | Risk Assessment:TRANSPORT OF FIXED TISSUE | BIO:RA:TRANSPORT OF FIXED TISSUE |
| 2 | Fixation of samples                       | BIO:COSSH:Procedure 1            |
| 3 | Courier Shipping                          | BIO:SOP:07                       |
| 4 |   |                                  |
| 5 |   |                                  |
| 6 |   |                                  |
| 7 |   |                                  |