

BIOLOGICAL MATERIALS SHIPPING AUTHORIZATION CHECKLIST

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Background

Develop a checklist for authorizing shipping of infectious substance as part of security planning for the shipping program. The checklist will provide information for the authorizing body to aid in decision making on whether to support the shipment of Biological materials.

Justification/Rationale

No.	Laboratory	Management
1	Reduce unnecessary shipping of biological materials	Reduce cost of shipping
2	Ensure the shipping of biological materials were performed correctly	Help in decision making regarding shipping infectious substance
3	Avoid misuse of biological materials by unauthorized person	Reduce the shipping-related biosecurity risks
4	Reduce the shipping-related biosecurity risks	Reduce potential legal ramification
5	Provide deterrence for lab personnel (insider threat) from potential misconduct	Protect reputation of institution
6	Material control and accountability being enforced and implemented	Serve as an oversight mechanism in managing transportation security risks that arise from transportation activities.

Objectives

1. To find more information - more fact finding, look for more examples, assess the need
2. Combine information and modify according to institution
3. Assembling and curating the checklist
4. Pilot test in labs to find out the feasibility and functionality of the developed checklist

Methodology and Resources

1. Assigned tasks to team members
2. Compile and share all information in the Google Drive
3. Design the checklist
4. Pilot test the drafted checklist at each team members' institutions
5. Create a working Google Form to gather all feedbacks from Pilot test
6. Customize or improve the checklist to cater lab requirements (If needed)
7. Finalize and present the checklist

Results

— BIOLOGICAL MATERIALS SHIPPING AUTHORIZATION CHECKLIST

BIOLOGICAL MATERIALS SHIPPING AUTHORIZATION CHECKLIST

1. The checklist is in the form of a questionnaire to provide authorising body information to aid in decision making on whether to authorize the shipment of biological materials. It may be supported with a biorisk assessment (if any) conducted by the sender to determine the category of biological materials and any other biorisk associated with the shipment.
2. Please answer all questions. Choose your response between "Yes", "No" or "Not Applicable (NA)". These questions are to be answered by the person in charge of the shipment.
3. At the end of the questionnaire, upon careful consideration of all the answers, the authorization will be made by the person accountable for the organization, and shipping of biological specimens will take place thereafter.
4. Additional supporting documents (such as certifications, training records, etc) may be submitted with this checklist to speed up the processing time.
5. This form must be signed by the shipper (the person responsible for packaging and preparing the shipment) as well as the person authorized by the institution owning or causing the biological materials to be shipped such as manager, committee chairperson or director.

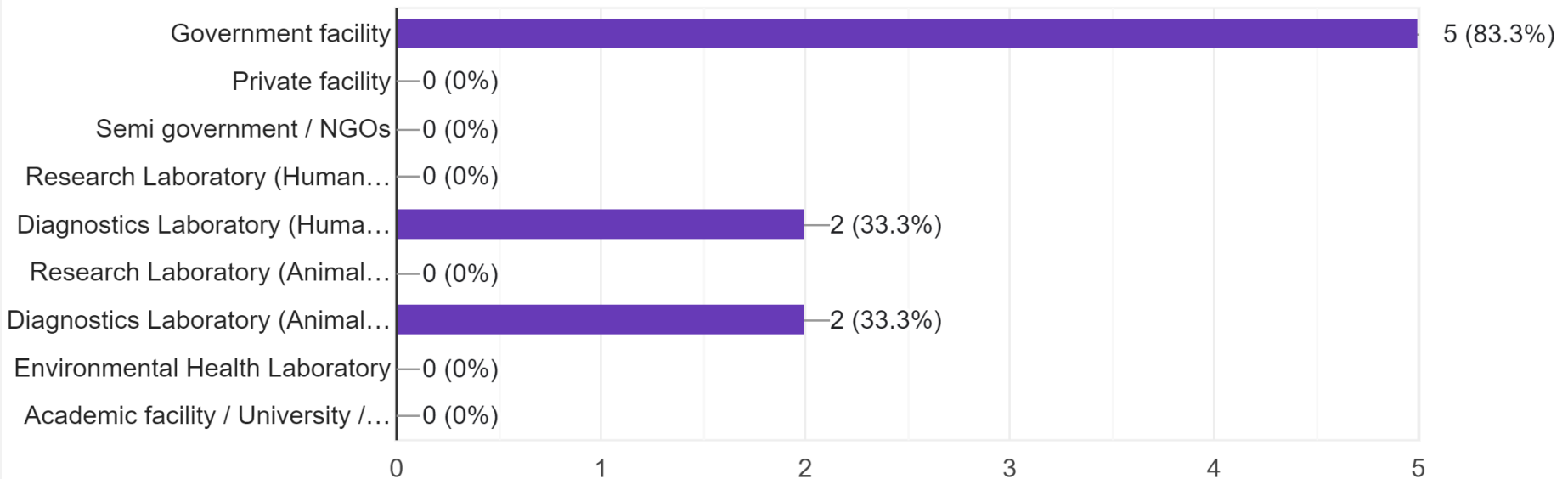
No.	Question	Yes	No	NA
1	Does this shipment have proper documentation to initiate the shipping process? (Proper documentation can be Request Letter, Letter of Instruction, External Quality Program Enrolment information etc.)			
2	Purpose of the shipment: Research / Diagnostics / Quality control / Archive / Legal requirements / Patient management / other (please state): (Circle appropriately)			
3	Is the material regulated by any national/international regulations? If yes, kindly state:			
4	Are the regulations stated above acknowledged and fulfilled? (This includes the availability of import/export/transport permits, authority clearance etc.)			
5	Has the material been categorized (Category A, Category B or Exempt Specimen), packed, marked, labelled and documented appropriately? Circle and indicate where appropriate: - i. Type of Biological Material: Cultures / Patient Specimens / Biological products / Inactivated or Non-Pathogenic Biological Material / Environmental samples / Others: ii. Category: A / B / C (Exempt) / Not regulated			

Pilot Test Results

Question 1

Institution core business (you may choose more than one answer)

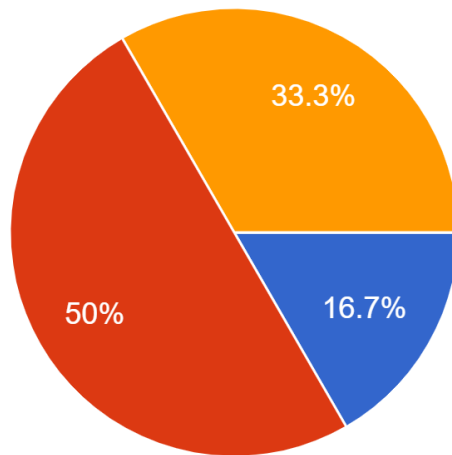
6 responses



Question 2

How frequent shipping of biological materials were done?

6 responses

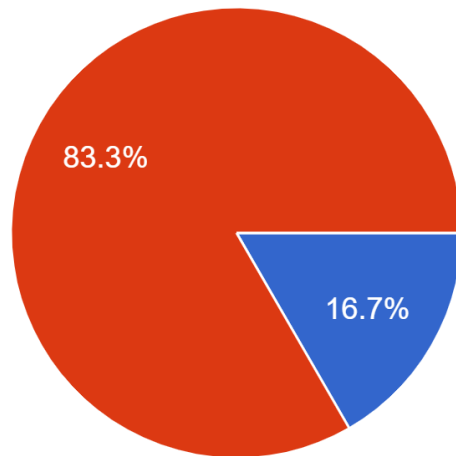


- Rarely (1 - 2 times/year)
- Sometimes (more than 3 times/year)
- Often (once every month)
- Always (more than once / month)

Question 3

How do you intend to use this checklist for authorization of shipping as part of your institution's biosecurity plan?

6 responses

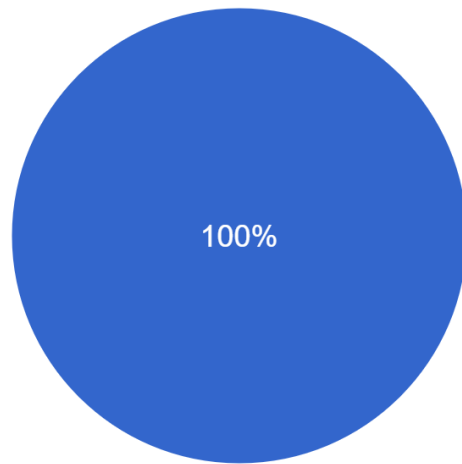


- I want to incorporate this checklist and make full use of it
- I want to use this checklist as a reference
- I have no intention of using this checklist in the near future

Question 4

Do you find the checklist is easy to use?

6 responses



- Yes
- No
- Need some improvement (Please proceed to give comments on next question)

Additional Comment of the Checklist

“Currently, we have no requirement to use this checklist as we do not have any legislative policies in place for the movement of biological materials. The checklist may be more useful in research setting.”

Conclusions

The checklist developed in the shipping project is in the form of a questionnaire to provide authorizing body information to aid in decision making on whether to authorize the shipment of biological materials.

Oversight mechanism for shipping security is in place as part of biosecurity management program for the institution.

The checklist developed may be used as a general guide. Each institution/country may have different requirements and procedures for the safe and secure movement of biological materials. They are welcome to adapt the checklist as required.

Acknowledgements

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- ✓ *RPHL Network*
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Picture Source: RPHL Network