

REQUIREMENTS FOR PACKAGING AND SHIPPING OF BIOLOGICAL MATERIALS TO THE PIRBRIGHT INSTITUTE

Department/Team/Contact person (*amend with appropriate details*)

The Pirbright Institute
Ash Road
Pirbright
Woking
GU24 0NF
Tel: 01483 232441

NOTE: It is important to include the department/ team/ contact person name on your package- this will ensure your samples can be directed to the correct facility.

Absence of this information could lead to delays or issues with processing your samples.

For example, for Diagnostic Services – Reference Laboratories:

Diagnostic Service	Address the package to:
Bluetongue	Non-Vesicular Reference Laboratory (NVRL)
African Horse Sickness	
African Swine Fever	
Goat/Sheep pox	
Lumpy Skin Disease	
Peste des petits ruminants	
Epizootic haemorrhagic disease virus	
Rinderpest	
Foot and mouth disease	World Reference Laboratory for FMDV (WRL)
Swine Vesicular Disease	
Vesicular Stomatitis	
Vesicular exanthema of swine	
Seneca Valley Virus	
Marek's disease	Marek's Disease Reference Laboratory (MDRL)

For all other material, the package should be addressed to the responsible person you have been in contact with at Pirbright.

Advice should be sought from the appropriate department within The Pirbright Institute concerning the sample type required for testing and the optimal shipping temperature.

Sample collection advice and sample submission forms for investigation of suspected cases of vesicular and non-vesicular disease viruses are available on our website at <https://www.pirbright.ac.uk/facilities-and-resources/services/diagnostic-testing>

Notification of Shipment

Please provide shipping details to your contact at Pirbright, so they are aware when to expect the material.

For diagnostic submissions to the Reference Laboratories (see table above), shipment details must be agreed with The Pirbright Institute before dispatch. The following information must be supplied:

1. Flight/Air Waybill number.
2. Tracking number from courier.
3. Date and time of expected arrival at London Heathrow.
4. Two points of contact for queries.
5. Submission Form.

Please contact reference laboratory administration: incoming.samples@pirbright.ac.uk

Tel.: +44 (0)1483 231446 or +44 (0)1483 231439

Packaging Requirements

Samples containing pathogens must be classified and packaged according to ICAO following IATA packing instructions (or ADR if UK submission).

According to IATA/ADR, samples containing Category A pathogens derived from cell culture must be classified as category A 'UN2900 Infectious substance, affecting animals', or 'UN2814 Infectious substance affecting humans'. However, in The Pirbright Institute's professional opinion, all of the pathogens listed in the table above (with the exception of Bluetongue virus, which can be assigned to UN3373 Biological Substance Category B), should be packed and shipped as category A shipments, regardless of whether they originate from cell culture. This is due to the infectious nature of the agents and that the UK is currently recognised as being free of these pathogens. IATA-certified (or ADR for UK) personnel must package the material and sign the Shipper's Declaration. If guidance is required on how to pack/ship your material, please contact The Pirbright Institute.

For UN3373 category B shipments: (IATA/ADR Packing Instruction 650) Samples should be placed in a leak-proof primary container (not glass) that is wrapped in absorbent material and then placed in a crush- and leak-proof secondary container. This should be enclosed in a strong outer package (secondary container surrounded by sealed cold packs or dry ice, if required). A list of contents should be enclosed in a waterproof envelope between the secondary and outer packaging.

For UN2814/2900 category A shipments: (IATA/ADR Packing Instruction 620) Samples should be placed in a leak-proof primary container (not glass) that is wrapped in absorbent material. Primary containers must be placed in an IATA-approved secondary container that is classified to the appropriate UN specification (*marked e.g. UN 4G/XXXX/XXXX*). If dry ice is being used, it should be placed in an OVERPACK, which must conform to IATA UN specifications. Note: a maximum of 50mL of infectious substances can be contained in one BioPack when samples are shipped using a passenger (non-cargo) aircraft (4L if cargo only). Please note that Pirbright will only accept rigid UN specification secondary packaging, we will not accept samples that are packed using soft plastic sealable 'pouches'. A list of contents should be enclosed in a waterproof envelope between the secondary and outer packaging. If dry ice is used the outer packaging should allow the release of carbon dioxide. Under no circumstances must dry ice be placed in sealed containers due to the risk of explosion.

Due to the nature of our laboratory, the package must only contain material that is to be processed at The Pirbright Institute. Please note we are unable to return any packaging materials to the sender/ courier.

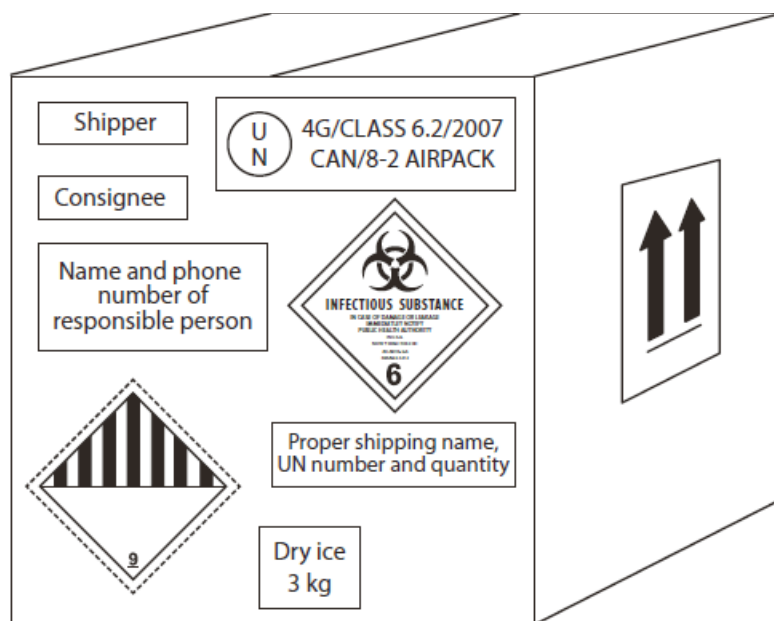
Documentation & Labelling

Package labelling	Documentation
Name and address of the department at The Pirbright Institute receiving the shipment.	Import license (if applicable) – please liaise with your contact at Pirbright regarding import licenses.
Name and telephone number of the person responsible for sending the parcel.	Airwaybill (if non-UK)
If the material is classified as Category B: - UN3373 Category B label	Shipping invoice
If the material is classified as Category A: - Class 6.2 hazard diamond label - UN2900 Infectious substance affecting animals, OR - UN2814 Infectious substance affecting humans	Packing list of contents (within the package)
If using dry ice: Class 9 label and UN1845 dry ice label	

If the parcel is to be sent **door to airport** (only) the following instruction must be added:

Airfreight package for the attention of: Moonbridge Air and Project Services Limited "Batch ID DH1"
Unit 304, Bedfont Industrial Park Challenge Rd
Ashford, Middlesex TW15 1AX
Note – This shipment is for The Pirbright Institute
Please contact Moonbridge via:
Email: ryans@moonbridge.co.uk and duncan@moonbridge.co.uk
Tel.: +44 (0) 178 259555

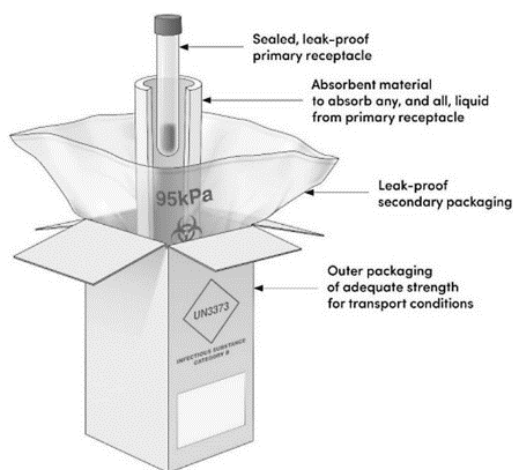
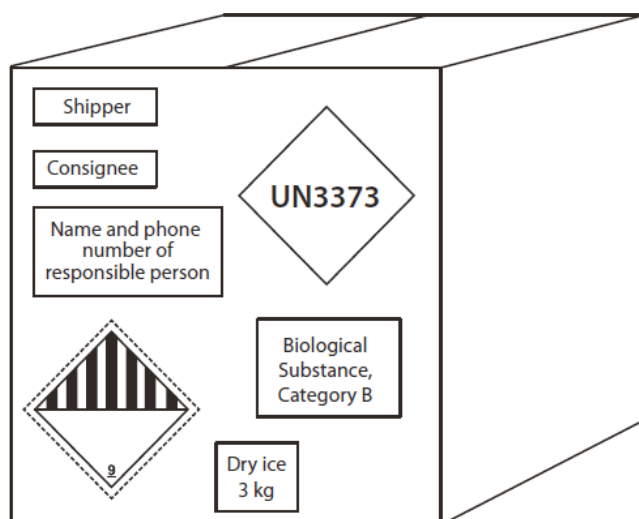
Labelling for UN2814/UN2900 Infectious Substances Category A with Dry Ice



Example of BioPack

"Guidelines for Safe Work Practices in Human and Animal Medical Diagnostic Laboratories", 2012, <http://www.cdc.gov/mmwr/preview/mmwrhtml/su6101a1.htm>

Labelling for UN3373 Category B with Dry Ice



"Guidelines for Safe Work Practices in Human and Animal Medical Diagnostic Laboratories", 2012, <http://www.cdc.gov/mmwr/preview/mmwrhtml/su6101a1.htm>