

# Ebola Virus Disease (EVD) Guidance Document: Shipping of Suspect EVD Specimens to PHO Laboratories

July 29, 2015

*This document has been updated as of July 29, 2015, based on the best available evidence at that time. Please refer to the [Ebola Test Information Sheet](#) on the Public Health Ontario website for the most recent version.*

## **THIS DOCUMENT PROVIDES:**

Specific instructions for the secure and safe shipping of suspect EVD specimens to the Public Health Ontario Laboratories (PHOL) Toronto.

## **SHIPPING GUIDANCE:**

1. First, the submitting site must obtain PHOL's approval for EVD testing. PHOL will assist with coordination of shipping of samples for testing.
  - a. Contact the PHOL Customer Service Centre at 416-235-6556 or 1-877-604-4567 (Monday to Friday 7:30 a.m. – 7:00 p.m., Saturday 8:00 a.m. – 3:45 p.m.), or the PHOL Duty Officer after-hours at 416-605-3113.
  - b. If the testing is approved, PHOL will alert the National Microbiology Laboratory (NML) that the submitter will contact them to activate an Emergency Response Activation Plan (ERAP).
  - c. PHO will provide the shipper with the PHOL-Toronto address, the name of the recipient at PHOL and a PHOL phone number that will be answered by a person with knowledge of the shipment if there is a problem, as required for the ERAP shipment to PHOL.
2. Second, the submitting site must call the NML Operations Centre Director (OCD) at 1-866-262-8433 to request activation of the ERAP.

3. Third, a Transportation of Dangerous Goods (TDG) certified shipper at the submitting site must:
  - a. Make arrangements with a courier who is TDG certified and will transport an ERAP agent.
  - b. Prepare packages for shipment to PHOL. Note: The ERAP number and activation number must be included on the shipping documents. (<http://www.tc.gc.ca/eng/tdg/clear-tofc-211.htm>)
    - i. Specimens must be packaged in a **Type 1A container** (e.g. STP 100 or equivalent) that includes: the specimen test tubes in separate sealable plastic biohazard bags, a watertight secondary container with absorbent material, and outer packaging.
    - ii. To facilitate purchase of Type 1A containers, a list of vendors can be accessed at: <http://www.tc.gc.ca/eng/tdg/moc-infectious-type1a-349.html>
    - iii. Specimens must be shipped on cold packs using the Type 1A container. Cold packs are placed in the secondary orange top container.
  - c. Prepare the shipping documents for the shipment to PHOL:
    - i. If submitted by land – [Shipping Document for Surface Transport](#)
    - ii. If submitted by air – [Shippers Declaration for Dangerous Goods](#) - **must be printed in colour.**
    - iii. Waybill (obtained from the courier)
  - d. Be prepared to provide four (4) [Class 6.2 vehicle placards](#) (10.75in X 10.75in) per courier vehicle in case the courier does not have them available. These are displayed on 4 sides of the vehicle transporting the ERAP shipment. Placards should have UN2814 printed on the centre. **Placards may be purchased from suppliers of dangerous good supplies in preparation for a potential suspect case.**
  - e. Ship the packages to PHOL Toronto, using the federal ERAP activation overseen by NML.
4. Should any issues arise during transportation, contact the PHOL Customer Service Centre at 416-235-6556 or 1-877-604-4567 (Monday to Friday 7:30 a.m. – 7:00 p.m., Saturday 8:00 a.m. – 3:45 p.m.), or the PHOL Duty Officer after-hours 416-605-3113 for assistance.
5. PHOL will contact the submitter and the NML OCD via email ([OCNML.director@phac-aspc.gc.ca](mailto:OCNML.director@phac-aspc.gc.ca)) to notify of the safe arrival of the package at PHOL.
6. In addition to conducting the test for Ebola, PHOL will send a second sample to NML for further testing as required.
7. In the event of a spill during transport, immediately contact the OCNML Director at 1-866-262-8433.

