Organization of Transfer Documentation

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# Purpose

<<<< This SOP is left in DOCX format so that you may edit it for your own laboratory. If you already have a system in place, please modify this SOP to document your system>>>

The purpose of this SOP is to lay out the responsibilities and procedures required for the documentation required for incoming and outgoing biological inventory items. This is not meant to be an inventory system, rather a set of due diligence documents to ensure the proper transfer of materials and a resource to use if issues arise related to the item or its transfer.

# Scope

This SOP applies to all persons sending and receiving biological inventory items outside of the University. Transfers of biological inventory items between laboratories within the University are documented in the BUP.

# Responsibilities

## Supervisors

Supervisors are responsible for:

* **Reviewing this SOP on a regular basis. Review is to consider and mitigate the risks of spill, loss of containment and exposure or other harm. Refer to Performing Risk Assessments SOP.**
* Ensuring both incoming and outgoing biologicals are documented in such a manner that allows for tracking ‘cradle to grave’ of the item.
* Ensuring that all workers under their supervision are trained on and are proficient in performing the step of this SOP.

## Workers

Workers are responsible for:

* Following this SOP as approved by their supervisor
* Reporting any missing documents immediately to their supervisor
* Reporting any missing biological inventory items to their supervisor

# Equipment Needed

* Binder
* Page protectors
* Page dividers

# Assembly of Documents

1. Divide the binder into INCOMING and OUTGOING.
2. Insert alphabetical page dividers into each section since it is likely that any queries related to incoming or outgoing items will be by item name.

# Incoming Items

1. Before making any arrangements, notify the [robertjv@mcmaster.ca](mailto:robertjv@mcmaster.ca) if receiving from within Canada, or notify [robertjv@mcmaster.ca](mailto:robertjv@mcmaster.ca) and [customs@mcmaster.ca](mailto:customs@mcmaster.ca) if receiving from abroad.
2. Ensure the item has been evaluated for any import or transfer documentation that may be required before allowing the item to enter into the transit system.
3. For the incoming item, place all relevant emails, import documents, transfer documents and copies of waybills into a page protector. You can bullclip the top of the pocket if required.
4. When received, ensure all invoices and other paperwork is removed from the shipping box and placed in the page protector.
5. Ensure each document is dated appropriately.
6. Update the BUP to include the newly acquired item.

# Outgoing Items

1. Before making any arrangements, notify the [robertjv@mcmaster.ca](mailto:robertjv@mcmaster.ca) if sending from within Canada, or notify [robertjv@mcmaster.ca](mailto:robertjv@mcmaster.ca) and [customs@mcmaster.ca](mailto:customs@mcmaster.ca) if exporting the item.
2. Ensure all documents are dated.
3. Ensure receiver has evaluated the item for any import or transfer documentation that may be required. Do not ship item until you have received an assurance from the receiver. Print copies of emails and add to page protector.
4. Obtain a confirmation from the receiver that they have the “appropriate laboratory facilities and trained personnel to handle the item safely”. Print this confirmation and add to the page protector.
5. Ensure a complete description of the outgoing item appears in the documentation i.e. 3 x 1ml of frozen Adenovirus solution in microfuge tubes on dry ice.
6. Require a notification upon receipt of the item. If possible, obtain a signed copy of the waybill from the received. Add to the page protector.

# Inspection of Documentation

1. Ensure all documentation is complete
2. Inspectors from PHAC or CFIA will ask to see your documentation, if on site.
3. Your regular lab audit may include inspection of your transfer documentation.

# Training

1. Ensure all lab members have read and understood this SOP.
2. Record dates and signatures of training.
3. Follow your lab protocol for in-house training i.e. what signatures are required.
4. If this SOP is updated, all persons require to be re-trained and re-sign.