National Cancer Control Programme

Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

TEMPLATE SOP FOR LOCAL ADAPTATION

Transportation of Finished Products from Hospital Pharmacy Departments/ ACU

Version	Date	Amendment	Approved By
1	30/03/2020		SACT Resilience Group

All comments and feedback are welcome at oncologydrugs@cancercontrol.ie

1 Purpose

The purpose of this procedure is to describe the transportation of finished products following final release from the Hospital Pharmacy department/ ACU.

2 Scope

This procedure describes the process to be followed for the delivery and transportation of finished products to external facilities.

This procedure is designed to ensure that the transport and delivery of compounded product will be carried out in a safe, efficient and accountable manner.

3 Definitions

ACU:	Aseptic Compounding Unit
Temperature Monitoring Device:	A device that is retaining with the product during transit, is calibrated to the desired delivery temperature and monitors the temperature throughout transit.
Temperature Regulated Container:	A container that is designed and validated to maintain a temperature range for a period of time, for example 2-8^{o}C for 8 hours

4 Responsibilities

4.1 It is the responsibility of the relevant person in the hospital pharmacy department/ ACU manager to ensure all staff are trained in and adhere to this procedure.

4.2 It is the responsibility of all staff to comply with this procedure

5 Procedure

5.1 Contact the nominated Courier Company or Hospital Transport in sufficient time to organise delivery, regular timed deliveries may also be considered.

5.2 Prepare and pack a suitable transport container +/- temperature monitoring device (see table 1). Ensure to pack the container in accordance with the manufacturers specifications.

- Safe containment – ensure the container is rigid and in so far as possible, leak proof and sealed to ensure exposure is limited should the product be damaged in transit.
- Consider also HSE Guidelines for Safe Handling and Use of Cytotoxic Drugs (GD 002-00)
- Physical product protection – ensure the product, in so far as possible, is protected from damage during transit. This may involve using packing around the product to limit movement.
- Temperature monitoring device – may be required when the container is not temperature regulated.
- Temperature regulated container – when this is used it is not usually necessary to use a temperature controlled vehicle or temperature monitoring device.

Table 1: Considerations for SACT transport container and transit requirements

Vehicle Type	Container & Transit Requirements
Temperature controlled vehicle	Safe containment Physical product protection Temperature monitoring device
Non-temperature controlled vehicle	Safe containment Physical product protection Temperature regulated container

5.3 All transport containers must be clearly labelled with (see figure 1 for sample label):

- Warning if Cytotoxic Drugs are being transported
- Delivery Address
- Storage conditions (fridge or room temperature)

- Time package must be opened if applicable
- Presence of a temperature monitoring device if applicable
- Contact details for spillage
- Whether to return the packaging or destroy on site

CYTOTOXIC DRUGS HANDLE WITH CARE

Deliver to:
Delivery Address

UNPACK IMMEDIATELY ON RECEIPT

Package contains a temperature monitor ☐

Package must be opened by : _____

In the event of Spillage contact:
Pharmacy Department contact details

☐ Discard container after delivery
☐ Return container to driver

Figure 1: Sample label for SACT transport label (amend and adjust as required

5.4 Include documentation within the container to indicate what products are present in the shipment. Receiving staff can then ensure all products have been received.

5.5 At time of collection provide all relevant documentation to the courier/driver.

5.6 Documentation provided to the driver should contain space for the driver, sender and receiver to sign that the container has been sent and received.

5.7 Upon receipt of the container:

- Ensure all items are present
- Confirm there is no damage to the container or products
- Check for temperature excursions if a temperature monitor is available
- Return the shipper to the driver or sending facility based on agreed return procedures
- Place the products in the appropriate storage conditions

6 References

1. National Health and Safety Function - Health Service Executive. Guideline on the safe handling and use of cytotoxic drugs (GD 002-00). Aug 2016.
2. Health Products Regulatory Authority. Guide to Control and Monitoring of Storage and Transportation Temperature Conditions for Medicinal Products and Active Substances (IA-G0011-2). 17 June 2017.