



<p>Team Name: Pharmacy Compounding Team</p> <p>Team Lead: Regional Compounding Supervisor</p> <p>Approved by: Regional Lead – Medical Services &amp; Chief Medical Officer</p>	<p>Reference Number: CLI.6010.PL.073</p> <p>Program Area: Pharmacy</p> <p>Policy Section: General</p>
<p>Issue Date: August 10, 2023</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Packaging and Transport of Pharmaceuticals – Facility to Facility</p>

*Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.*

**POLICY SUBJECT:**

Packaging and Transport of Pharmaceuticals (Non-Hazardous and Hazardous) – Facility to Facility

**PURPOSE:**

To ensure that pharmaceuticals and other materials (i.e. vaccines) dispatched by pharmacy for delivery to other sites are packaged and transported:

- In such a way that their integrity is maintained.
- In such a way that the safety of Southern Health-Santé Sud (SH-SS) personnel and the person transporting the package is not compromised.
- In compliance with legal and regulatory requirements.
- In compliance with SH-SS rules, regulations, policies and directives.
- While protecting personal health information.

**BOARD POLICY REFERENCE:**

Executive Limitation (EL-02) Treatment of Clients  
 Executive Limitation (EL-03) Treatment of Staff

**POLICY:**

Pharmaceuticals and other goods dispatched by pharmacy for delivery to another site must be packaged and transported:

- In accordance with this policy.
- In compliance with SH-SS regulations, policies and directives on the Personal Health Information Act of Manitoba (PHIA).
- In compliance with the SH-SS policy and Regional Pharmacy Program Directive on Safe Handling of Hazardous Medications (Cytotoxic and Non-Cytotoxic) - CLI.6010.PL.021.

## **DEFINITIONS:**

***Emergency situation:*** a condition declared by the Regional Director of Pharmacy or designate that require immediate and or extraordinary action, outside of normal work routines that may necessitate activation of response plans.

***Pharmaceuticals:*** include commercial medications (Drug Identification Number (DIN) or Natural Product Number (NPN)), repackaged medications (Sterile or Non-Sterile), and Compounded Medications (Sterile or Non-Sterile). Unless otherwise stated by alternate information, from Health Canada or Study Protocols, Special Access medications and Investigational Drugs will be included in this directive.

***Temperature Excursion:*** Any temperature reading outside of the recommended ranges based on the storage requirements of the product.

## **PROCEDURE:**

Pharmaceuticals and other materials dispatched by the pharmacy must be transported by a courier contracted to SH-SS. In an emergency situation please consult the site manager/ designate for alternative options.

The outside of the package must indicate the following:

- Storage information such as “Keep in Refrigerator”, “Store at Room Temperature”.
- Handling transport instructions related to fragility and safety.
  - If hazardous (cytotoxic or non-cytotoxic) affix an approved cytotoxic label/ symbol.
    - If subject to Workplace Hazardous Materials Information System (WHMIS) regulations, attach a copy of the appropriate cover sheet in a clear plastic bag to the package.
- The delivery address and contact’s number.
- The address and phone number of the sending pharmacy.
- Consult the Narcotics and Controlled Drugs policy (CLI.6010.PL.015) when transporting narcotics or controlled drugs.

No patient information or information that could identify a patient can appear on the outside of a package.

All pharmaceutical packages/ containers for transport must have a tamper evident seal or lock.

If pharmaceutical requires refrigeration, the packaging must be such as to maintain a temperature of between 2 degrees Celsius and 8 degrees Celsius. Please refer to CLI.6010.PL.073.SD.01 - Cold Temperature 8 Degrees Temperature Reading Guideline

- Items that require refrigeration must be packed in a cool-box together with frozen ice packs.
- To transport the pharmaceutical, one of the following methods may be used to assure temperature maintenance as required:

- Temperature indicator
- Min/ Max Thermometer
- Temperature Data Logger
- Certified Cooler
- Instructions must be provided with the package to interpret the indicator, thermometer or data logger.

For pharmaceuticals that are to be stored at room temperature, the packaging must be such as to maintain a temperature between 19 degrees Celsius and 25 degrees Celsius.

- Items that are to be stored at room temperature must be packed in a box or bag (must not be a paper bag).

Care must be taken when packing to protect the items being transported from mechanical damage. For example, the use of bubble wrap around glass or other packaging material to prevent items from moving around inside a box.

If a needle is attached to a compounded sterile product during transport, a second, rigid container must be provided to protect the needle and the person transporting it.

Hazardous medications:

- Must be packaged using a double-sealed plastic bag i.e. Ziplock bag which may be amber if protection from light is required.
- Must be transported using a rigid container.
- A spill kit must be provided to the driver (if the vehicle does not contain a spill kit). The spill kit must be left at the receiving pharmacy site for return to the originating pharmacy at a later date.
- The Transport of Hazardous Medication by Delivery Services – Driver Safety Pamphlet (CLI.6010.PL.073.SD.03) will be attached to the spill kit and supplied to the driver indicating contact number should a spill occur as well as any other safety instructions.
- Spill kits must be labelled “ROOM TEMPERATURE” and drivers must be made aware.

For hazardous medications, training of the contracted courier will be arranged between SH-SS pharmacy program, CancerCare Manitoba (CCMB), and the contracted courier.

The receiving personnel must ensure integrity of the pharmaceutical upon receipt. Receiving personnel must confirm that the tamper evident seal is intact and ensure temperature storage has been maintained throughout the transport process. Pharmaceuticals must be inspected before use for evidence of deterioration. If there are issues noted upon receipt, the pharmaceutical must not be used. Refer to CLI.6010.PL.073.SD.02 - Pharmacy Process for Transport Temperature Excursion and also fill out the CLI.6010.PL.073.FORM.01 - Investigated Information for Transported Medications Involved in a Temperature Excursion.

Sterile Compounds which are not used by patients after transport from facility to facility must not be reused unless the following conditions are strictly adhered to:

- Appropriate temperature storage has been maintained and can be confirmed through documentation from the start of the delivery process to the point of decision making in its entirety. This decision must be discussed with the Site Manager or designate.
- The tamper evident seal or lock is intact.
- There is no evidence of deterioration.

**SUPPORTING DOCUMENTS:**

[CLI.6010.PL.073.FORM.01](#) - Investigated Information for Transported Medications Involved in a Temperature Excursion

[CLI.6010.PL.073.SD.01](#) - Cold Temperature 8 Degrees Temperature Reading Guideline

[CLI.6010.PL.073.SD.02](#) - Pharmacy Process for Transport Temperature Excursion

[CLI.6010.PL.073.SD.03](#) - Transport of Hazardous Medication by Delivery Services – Driver Safety Pamphlet

**REFERENCES:**

WRHA. August 28, 2018. *Packaging and Transport of Pharmaceuticals (Non-Hazardous and Hazardous) Facility to Facility*. 900.06.32. Date Accessed: November 26, 2021.

WRHA. July 2008. *Personal Vehicle – Transportation of Passengers/ Materials in Support of WRHA Activities*. 10.20.050. Date Accessed: November 26, 2021.

Safe Handling of Hazardous Medications (Cytotoxic and Non-Cytotoxic) - CLI.6010.PL.021

Narcotics and Controlled Drugs - CLI.6010.PL.015