


<b>WORK STANDARD</b>	 <b>Saskatchewan Health Authority</b>		<b>Title: Training program for Transportation of Dangerous Goods by Ground for Class 6.2</b>  <b>Role performing Activity:</b> SHA staff members packaging, handling, transporting or offering for transport; infectious substances under Class 6.2 Version 1
	<b>Location: Saskatchewan</b>		<b>Department/Unit:</b> Laboratory Medicine
	<b>Document Owner:</b> Nicole Cox		<b>Date Prepared:</b> March 20, 2020
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	<b>Related Policies/Documentation</b>		

## Work Standard Summary:

Outline of the training program for Transportation of Dangerous Goods (TDG) Certification for handling patient specimens and cultures for Class 6.2 by ground transport.

<b>Essential Tasks:</b>	
1.	Supervisory staff will identify staff members that require Transportation of Dangerous Goods training for packaging, transporting and receiving patient specimens that are classified as infectious substances
2.	Prior to reviewing the TDG training presentation, the employee will access the training resource materials and print: <ul style="list-style-type: none"> <li>• The TDG Bulletin: Shipping Infectious Substances</li> <li>• Transport Canada's Marks of Safety</li> <li>• Appendix 3: Guide to Category A and Category B Assignments</li> <li>• Instructions for Accessing TDG for Class 6.2 by Ground</li> </ul>
3.	The TDG training presentation and corresponding videos can be accessed by following the document: <ul style="list-style-type: none"> <li>• Instructions for Accessing TDG for Class 6.2 by Ground</li> </ul>
4.	The staff member will review the TDG for Class 6.2 and 9 by Ground training presentation consulting the training resource materials as prompted during the presentation.
5.	After the TDG for Class 6.2 and 9 by Ground presentation, the employee will review the Class 6.2 packaging instructions for use videos by pressing next as prompted. <ul style="list-style-type: none"> <li>• Type P620 packaging instructions for use</li> <li>• Type P650 ambient packaging instructions for use</li> <li>• Type P650 frozen packaging instructions for use</li> </ul>

6.	The staff member will write the Transportation of Dangerous Goods Exam to evaluate comprehension of the training presentation and the packaging videos. The staff member may use the printed resource materials to facilitate completion of the exam.
7.	Once the training program is complete and the employee has met the 80% passing grade the program will issue a certificate of completion. The staff member can download and save to send as an email or print a copy to give to their manager or supervisor as proof of attendance.
8.	If the staff member has not met the 80% passing grade; the employee must review the training presentation and videos again before attempting the exam again.
9.	Upon successful completion of the program the employee will access the Transportation of Dangerous Goods Training Certificate and enter the following: <ul style="list-style-type: none"> <li>• Employee's name</li> <li>• Date of issuance</li> <li>• Date of expiry (TDG certificates for ground training are valid for 3 years)</li> <li>• N/A for air</li> </ul>
10.	The staff member prints and signs the TDG training certificate as the employee and the manager/supervisor will sign the certificate as the employer. Unsigned training certificates are not valid.
11.	The TDG training certificate and the certificate of completion for TDG training program must be available to Inspectors from Transport Canada upon request.

**Supplies:**

- Printed copies of the training resource materials
  - Appendix 3: Guide to Category A and Category B Assignment
  - TDG Bulletin: Shipping Infectious Substances
  - Marks of Safety
- Instructions for Accessing the TDG for Class 6.2 Training program
- Transportation of Dangerous Goods training certificate