



TRAM SOP05

Effective Date: December 15, 2006

Approved By: Portland Aerial Tram
Executive Management Committee

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I. Purpose/ Rationale: The purpose of this SOP is to establish requirements governing the safe, efficient and expedient transport of packages, materials or articles via the Tram. Transportation of all materials will be accomplished without compromising the safety, convenience, or comfort of Tram passengers and staff, and without affecting the efficient operation of the Tram.

II. Scope: This SOP specifies requirements applicable to OHSU employees, faculty, students, trainees, volunteers, and persons on OHSU property at OHSU's invitation ("OHSU riders") for the transport on the Tram of mail, medical supplies, equipment, clinical specimens, research materials and other items used or involved in OHSU activities, including packaging and labeling requirements for all such materials and items.

It also identifies those materials that may not be transported on the Tram by or at the direction of OHSU riders.

III. Specific Procedures for Transport: OHSU Riders transporting items on the Tram must comply with the following requirements:

A. Hand-Transported Items

1. OHSU riders must comply with all of the requirements of this SOP that relate to the transporting of any substance, equipment, or other item on the Tram.
2. OHSU riders must limit the items they carry on the Tram to a number, size and type that:
 - a) Allows them to maintain control of the items at all times, and
 - b) That does not interfere with other riders.
3. If the Tram cabin is full, or appears to be full, individuals transporting items of significant size must wait for the next available Tram departure.
4. Transportation of individual riders, including members of the public and OHSU riders, takes precedence over the transportation of supplies, mail, equipment and materials.

B. Carts/Equipment

1. Carts must have two lockable wheels, which must remain locked during the Tram ride.
2. Carts must be loaded in a balanced manner so as not to be top-heavy, thus imposing risk of tipping and inherent damage or danger. Carts must be handled in a manner to limit the risk of damage to the inside of the Tram Cabin, such as marring the paint, denting any cabin surface or permanently marking the flooring material.

3. All wheels on carts or equipment must be made out of non-marking material.
4. Length and width of the cart, including its contents, must not exceed 48 inches in either direction.
5. Carts, including contents and equipment, must allow the individual moving/controlling the cart to see clearly over the top.
6. Items on carts must be handled in a manner to minimize any danger to Tram passengers.
7. Carts may not be left unattended and must occupy the area on the Tram (optionally) designated by the Cabin Attendant..
8. No person may transport more than one cart at a time.
9. Carts may carry cylinders of personal-use oxygen or nitrogen as long as the cylinder(s) are attached or held by a secure, mechanical method: compartmented container, clamp, ring or holder designed and sized specifically for compressed gas cylinders.

IV. Materials Transported:

A. Responsibility of Person Transporting Material: Each OHSU rider transporting any material on the Tram is responsible to determine whether or not such transport is permitted under this SOP and to accomplish the transport in a manner that meets applicable regulatory requirements and the requirements of this SOP.

All persons transporting items or materials on the Tram shall conduct themselves in a professional manner at all times.

B. Prohibited Materials and Items: Except as allowed below and subject to the conditions set out below, as provided in TRAM SOP01, no OHSU rider shall carry, possess or transport any biological material, hazardous material, toxic chemical, combustible liquid, biological contagion or agent, radioactive substance or any other inherently dangerous substance upon the Tram.

C. Non-Hazardous Materials/Items: The following materials/items (Permitted Materials) may be transported by OHSU Riders on the Tram provided that, in each case, the transport complies with all applicable regulatory requirements, and with the limitations on quantity in this SOP, and with the packaging and labeling requirements in this SOP.

1. Biological
 - a) Blood units;
 - b) Blood specimens;
 - c) Tissue specimens (e.g., biopsy, frozen sections, Pathology, formalin fixed); and
 - d) Urine specimens.
2. Non-Biological
 - a) Small amounts of chemicals or materials;
 - b) Compressed oxygen or nitrogen for personal use; and
 - c) Small amounts of dry ice up to approximately 10 pounds (the size readily

available in markets), and

d) Commercial and research pharmaceuticals and medications.

D. Packaging and Labeling: Transport of Permitted Materials must meet the following packaging and labeling requirements:

1. Packaging and labeling must meet all regulatory requirements. With the exception of pharmaceuticals and medications, containers of Permitted Materials must be securely closed and placed in a non-breakable secondary container such as a sealed plastic bag, which is securely closed. During transport, the secondary container must be placed in a third (outer) standardized container (“Outer Container”) approved and issued by OHSU Environmental Health and Radiation Safety (“EHRS”), and the Outer Container at all times during transport must be:
 - a) Free of all contamination;
 - b) Closed; and
 - c) Clean and with the label “Tram Transport” visible on two sides.
2. Transport of medications and pharmaceuticals must utilize containers approved by the OHSU Pharmacy.
3. Oxygen or nitrogen cylinders/containers are not to exceed a size or type for personal use (Size E, maximum dimension 4-1/2” diameter by 25” high not including the regulator). Regulator or other connecting port must be protected. Industrial cylinders or other compressed gases or liquids are prohibited.
4. Transport with dry ice must utilize breathable primary and secondary containers that allow sublimation. During transport, the packaging and labeling requirements for the third or “Outer Container” specified in IV.D.1 will apply. If Tram stops mid-line for an extended period of time, Material Transporter must ask the Cabin attendant to activate Tram cabin ventilation fans.
5. All legally required and appropriate labels must be placed immediately inside the Outer Container. This is accomplished by placing required labels on the secondary container. Questions concerning proper labeling of samples/products/materials should be presented to EHRS.
6. Under no circumstances may materials be transported in a manner that requires or warrants the wearing of protective gloves or other protective clothing by the person transporting the material. No protective gloves such as latex gloves may be worn during transport.
5. Under no circumstances may materials be transported or displayed in a manner that would raise concern of the Cabin Attendant, Tram Supervisor or any rider.

E. Examples of Items/Materials

1. Many OHSU departments will transport items via Tram. The following are examples of items/materials that departments may transport on the Tram using a cart:
 - a) *Clinical Technology Services:* Replacement parts and diagnostic tools to repair operating room equipment and other critical care items;
 - b) *Hospital Transportation Services:* Blood products, tissue samples and

specimens for lab work;

c) *Audio Visual Services*: Replacement parts and tools for the inspection of audiovisual devices located in the conference rooms;

d) *ITG*: Diagnostic equipment to repair CPUs and other computer related devices along with computer devices that require more work than can be completed during a site visit;

e) *Logistics*: Priority and urgent medical and linen supply orders; and

f) *Respiratory Care Services*: Pulmonary Function Machines for ALS patients

F. Variance Requests: Requests for any exception from the requirements of this SOP must be approved in writing by the OHSU Chief Administrative Officer or designee.

G. Alternate Transportation: Depending on the nature of the materials/items, late evening or after-hours transport by Tram may be possible. Check with the Tram on duty Operator/Supervisor.

Shuttle services are available for some materials/items that cannot be transported on the Tram. Contact Research Stores or Logistics.

V. Resources:

A. CHH Dock Clerk (503 418-9977) for scheduling receipt of deliveries

B. Environmental Health and Radiation Safety (503 494-7795)

C. Research Stores (503 494-4866)

D. Infectious Substance Shipping (503 494-7795)