



Bio HazMat Shipping Guide Flip Booklet

A Simple Accessible User Reference Material for Biohazardous Materials Shipping Training

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INTRODUCTION

The UW-Madison Office of Biological Safety (OBS) maintains a rigorous training and outreach program to over 500 biological research, diagnostic and teaching laboratory units on and off the main campus in Madison. Sustaining an effective training program of this size demands far more than simply offering classes and manuals of regulatory documents. The OBS is challenged with keeping our trainee audience engaged as well as informed of important regulatory mandates. To foster engagement, our training programs must capture the user's attention through use of novel and innovative approaches and materials.

Hazardous materials shipping training programs notoriously weigh down the trainer and trainee with large amounts of information given in presentations and manuals. The OBS biohazardous materials shipping training program was no exception. As this training program matured, I strove to address the users' need for a simplified quick reference material. I developed the program training and reference materials to focus specifically on shippers of biologicals and dry ice in order to provide the most relevant information in the least time-consuming format for campus users. Even after paring down, I continued to struggle with the enormity of the reference packet provided during shipping training. Users needed a "Quick Guide" resource. A guide to contain the relevant and commonly used shipping information arranged in a simple, eye-catching layout. Additionally, the guide would need to be readily available at a low cost to users and the department.

METHOD

In response to these needs, I developed the Bio HazMat Shipping Guide Flip Booklet.

I designed the Flip Booklet template after failing to find any resources online or otherwise for creating a tabbed booklet without going through a print service. The completed Flip Booklet is simple to download, print and assemble. The assembled booklet is easy to use; featuring tabbed topic pages, color blocked subject areas, large diagrams and concise descriptions of packaging information. The example booklet accompanying this presentation is an oversized model, spiral bound for durability purposes. The actual Flip Booklet is printed double-sided on ledger size, 11"x14" paper. Each sheet is folded to create a different sized flap (different length after the fold). Once folded, the sheets are assembled in such a way as to nest together so each folded-over flap is visible. Each flap contains a tab, which represents a different packaging topic in the booklet. To make assembly simpler, I color-coded the content blocks so when assembled into a booklet, each page opening has a coordinated color top and bottom content block. With an accompanying instruction sheet, this booklet was designed to be downloaded from our online course page, printed and assembled by the user.

The booklet is available only to individuals who have completed the prerequisite online training program and is intended to supplement knowledge gained after fulfillment of the regulation compliance training. Booklets are provided to users who attend in-person Packaging Workshops and can be downloadable from the online course.

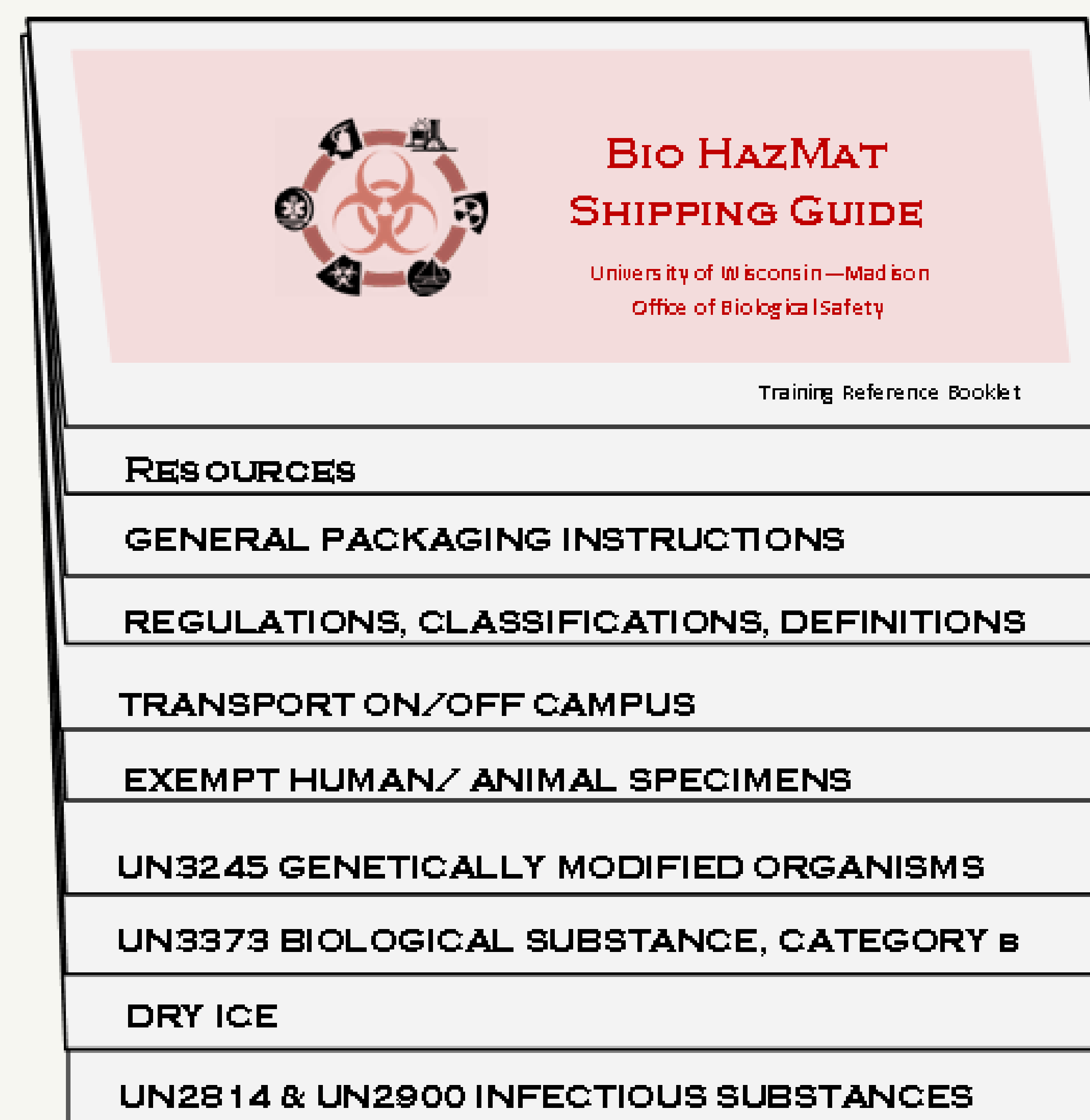
Once assembled the user has at their fingertips the regulatory shipping information and diagrams for Infectious Substances, Biological Substance Category B, Genetically Modified Organisms, Dry Ice and Exempt Specimens. Also included are regulatory rules and definitions, general packaging information, contact information and a guide for the movement of biological materials on campus or in a campus vehicle.

RESULTS

Users receiving the booklet in Packaging Workshop classes have responded positively. The booklet layout makes finding basic packaging information simple for users and has reduced the number of inquiries our office receives for basic shipping advice. The booklet that is available for download on our online course site has been met with predominantly positive reviews from the research laboratory users on campus. Difficulty with the document printing instructions is most often cited by users who are displeased with the booklet. Our office is able to print and send booklets upon request if users are unable to print successfully. Users who had trouble printing the booklet have found the booklet to be a useful tool once in hand.

CONCLUSIONS

Feedback from campus users of the Flip Booklet has been overwhelmingly positive. Users like the simple design, tabbed pages and color-blocked content. Assembly of the Flip Booklet pages is relatively easy for users if instructions are followed. Unfortunately users who tried to print and assemble the booklet themselves had difficulty. The specific printer settings and special paper size (11"x14") were repeatedly problematic because of the variance in printer capabilities across campus and the user's proficiency at adjusting print settings. In order to maximize the accessibility of this booklet, revision and simplification of the print & assembly instructions will need to be done and an alternate format, which can be printed on standard 8 1/2" x 11" paper, will be provided. Additionally, clarification of the print and assembly instructions will be key if I decide to continue to offer the Flip Booklet as a downloadable resource. Certainly another option is to have the booklets printed and spiral bound and provided as a resource handout to course participants. The cost of printing is a drawback as well as the reduced flexibility of the booklet content. Improvements to the booklet are ongoing as user feedback continues. The attractive, streamlined, user-friendly layout of the Flip Booklet has inspired other ideas for use as a training and information tool within our department.



ADDITIONAL INFORMATION

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