



स्वास्थ्य एवं  
परिवार कल्याण मंत्रालय  
MINISTRY OF  
HEALTH AND  
FAMILY WELFARE



# ORGAN TRANSPORT SOPs



**NATIONAL ORGAN AND TISSUE TRANSPLANT ORGANIZATION**  
DIRECTORATE GENERAL OF HEALTH SERVICES  
MINISTRY OF HEALTH & FAMILY WELFARE  
GOVERNMENT OF INDIA



**जगत प्रकाश नड्डा**  
**JAGAT PRAKASH NADDA**



**मंत्री**  
**स्वास्थ्य एवं परिवार कल्याण**  
**व रसायन एवं उर्वरक**  
**भारत सरकार**  
**Minister**  
**Health & Family Welfare**  
**and Chemicals & Fertilizers**  
**Government of India**



### **MESSAGE**

Over the years, the Government of India has acknowledged the importance of organ donation and transplantation in saving lives of citizens. The Central Government, NITI Ayog and various other non- Governmental organizations have been working to increase awareness and improve infrastructure to promote deceased organ donation and transplantation in the country.

I congratulate NITI Ayog, National Organ and Tissue Transplant Organization (NOTTO) and Ministries concerned with various modes of transport and other stakeholders for their valuable contribution in preparing "Organ Transport Standard Operating Procedures (SOPs)" which is a critical aspect of successful organ donation and transplantation.

Organ transplantation is a life-saving measure that requires precise coordination and timely transportation of organs. These SOPs outline the essential guidelines and protocols for the seamless transport of organs, ensuring that every precious moment counts.

The launch of these SOPs is a significant milestone in our efforts to streamline and strengthen the organ transplantation process in our country aligning with "One Nation, One Policy".

Together, let us work towards strengthening our healthcare infrastructure and saving precious lives.

**(Jagat Prakash Nadra)**

**श्री प्रतापराव जाधव**  
**Sh. Prataprao Jadhav**



**माननीय स्वास्थ्य एवं परिवार कल्याण राज्य मंत्री,  
एवं आयुष मंत्री, (स्वतंत्र प्रभार),  
भारत सरकार**  
**Hon'ble Union Minister of State for Health and  
Family Welfare and AYUSH (Independent Charge)  
Govt. of India**



### **MESSAGE**

Organ donation and transplantation are a symbol of hope, offering a new lease of life to countless individuals suffering from end-stage organ failure. However, there exists huge gap between the number of patients in need of the organs and the number of organ donors.

On the occasion of 14<sup>th</sup> Indian Organ Donation Day, it is my pleasure to present these Standard Operating Procedures (SOPs) for organ transport, a vital cornerstone of our nation's organ donation and transplantation program. This document outlines the essential protocols for the safe and efficient transportation of life-saving organs. These SOPs represent a significant stride forward in our endeavor to optimize organ utilization and minimize wastage.

I congratulate NITI Ayog and National Organ and Tissue Transplant Organization (NOTTO) for their efforts in drafting and finalizing the SOPs for transport of organs.

By working collaboratively, we can create an environment where organ donation and transplantation become the norm, and every eligible patient receives the life-saving gift of organ. Let us strive to make India a global exemplar in organ transplantation.

I encourage all stakeholders to embrace these guidelines as a shared responsibility.

(Sh. Prataprao Jadhav)

**श्रीमती अनुप्रिया पटेल**  
**Smt. Anupriya Patel**



**माननीय स्वास्थ्य एवं परिवार कल्याण एवं रसायन  
और उर्वरक राज्य मंत्री,  
भारत सरकार**  
**Hon'ble Union Minister of State for Health and  
Family Welfare and Chemical and Fertilizers,  
Govt. of India**



### **MESSAGE**

Organ Donation is the warp and weft of the fabric of altruism in the country and I consider it to be my privilege to be associated with this national endeavor. On this momentous occasion of 14<sup>th</sup> Indian Organ Donation Day, I am delighted to announce the release of the Standard Operating Procedures (SOPs) for organ transport. This is a significant stride towards ensuring that precious lives are saved through timely and efficient organ transplantation.

These SOPs for transport of organ boxes are a very crucial step in determining the final outcome of transplant surgeries for various organs.

I applaud the efforts NITI Ayog, National Organ and Tissue Transplant Organization (NOTTO) and Ministries related to various modes of transport and other stakeholders for their valuable contribution in preparing these guidelines. Their dedication will undoubtedly save countless lives.

With the implementation of these SOPs, we aim to create an efficient organ donation and transplantation ecosystem in our country.

Let us together create a future where no life is lost due to the unavailability of a suitable organ.

(Smt. Anupriya Patel)

डॉ. विनोद कुमार पॉल  
सदस्य  
Dr. Vinod K. Paul  
MEMBER



भारत सरकार  
नीति आयोग, संसद मार्ग  
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31 July, 2024


### MESSAGE

I am very happy to know that Ministry of Health and Family Welfare (MoHFW), Government of India is releasing Standard Operating Procedures (SOPs) for transport of organs through different modes on the occasion of 14<sup>th</sup> Indian Organ Donation Day on 03<sup>rd</sup> August, 2024.

Every donated organ is a precious national resource and needs to be transplanted in the shortest possible time after retrieval and definitely within the prescribed maximum time to ensure optimum outcomes of the transplant surgery. An efficient and effective transport system for rapid and safe transportation of organs is critical to the successful transplantation. Hence, a set of Standard Operating Procedure (SOPs) for organ transport have been finalized with the joint efforts of MoHFW, NITI Aayog, National Organ and Tissue Transplant Organization (NOTTO), concerned Ministries and various other expert contributors.

Also, I would like to take this opportunity to congratulate all the stakeholders who have played a key role in the drafting of these SOPs.

I wish the very best to the program.

  
(Vinod Paul)



अपूर्व चन्द्रा, भा.प्र.से.  
सचिव  
**APURVA CHANDRA, IAS**  
Secretary



सत्यमेव जयते



भारत सरकार  
स्वास्थ्य एवं परिवार कल्याण विभाग  
स्वास्थ्य एवं परिवार कल्याण मंत्रालय  
Government of India  
Department of Health and Family Welfare  
Ministry of Health and Family Welfare



### MESSAGE

It gives me immense pleasure to announce the release of the Standard Operating Procedures (SOPs) for organ transport. This is a significant milestone in our nation's journey towards ensuring efficient organ transplantation.

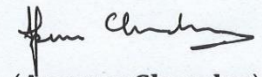
The development of these SOPs has been a collaborative effort by NITI Ayog, National Organ and Tissue Transplant Organization (NOTTO), transplant professionals, Ministries of Civil aviation, Railways, Housing and Urban Affairs, Ports, Shipping and Waterways, and Defence etc. These guidelines provide a comprehensive framework for the safe and timely transport of organs, a critical component in the transplantation process.

By streamlining the organ transport process, we aim to maximize the utilization of precious organs and offer hope to countless patients awaiting life-saving transplants. These SOPs are roadmap for organ retrieval and transplant institutions across the country, ensuring adherence to best practices and quality standards.

I extend my sincere gratitude to the team involved in the creation of these SOPs. I am confident that these SOPs will significantly enhance the success rate of organ transplants in India.

I encourage States/UTs and other stakeholders to follow these SOPs to augment the lifesaving noble cause of organ donation in the country.

Place : New Delhi  
Date : 1<sup>st</sup> August 2024

  
(Apurva Chandra)

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प्रो.(डॉ.) अतुल गोयल

**Prof. (Dr.) Atul Goel**

MD (Med.)

स्वास्थ्य सेवा महानिदेशक

**DIRECTOR GENERAL OF HEALTH SERVICES**



सत्यमेव जयते

भारत सरकार  
स्वास्थ्य एवं परिवार कल्याण मंत्रालय  
स्वास्थ्य सेवा महानिदेशालय

Government of India  
Ministry of Health & Family Welfare  
Directorate General of Health Services



### **MESSAGE**

As we strive to save lives through organ transplantation, we are reminded of an existing gap between number of organ donors and the individuals awaiting a life-saving transplant. However, we are also aware that with large number of new organ failures developing every year it may well be an uphill task to bridge the gap.

It is our collective responsibility to ensure that every possible opportunity for organ donation is realized. Efficient and timely Organ Transport is instrumental in the process of organ donation and transplantation requiring precision speed and care to ensure safe and timely transfer of donated organs to those in need.

I appreciate the efforts of NOTTO under guidance of NITI AAYOG for formulating Standard Operating Procedures (SOPs) for organ transport. These SOPs for organ transport are aimed to streamline and optimize organ donation process, honoring the selfless gift of organ donors and providing hope to those in need. Let us work together to bridge this gap and transform lives through the power of organ donation."

By following these guidelines, we can minimize risks and maximize organ utilization. I would request all stakeholders across the country to follow the SOPs.

Together, let us bridge the gap between donation and transplantation with speed, care, and compassion." However, as mentioned in paragraph one, bridging this gap will be an uphill task without looking at prevention of organ failures through interventions aimed at health promotion and life style modification.

**(Atul Goel)**

डॉ. अनिल कुमार  
Dr. ANIL KUMAR  
M.B.B.S., MD  
निदेशक, नोटो/Director, NOTTO



भारत सरकार  
स्वास्थ्य एवं परिवार कल्याण मंत्रालय  
स्वास्थ्य सेवा महानिदेशालय  
Government of India  
Ministry of Health & Family Welfare  
Directorate General of Health Services

#### MESSAGE

A live organ needs to be transported between hospitals when both the organ donor and the organ recipient are in different hospitals either within the same city or in different cities. Transport of a live solid organ is an extremely critical activity since the organ has a limited shelf life and the transport involves the coordination between various agencies. Organ transport has been identified as challenge under the National Organ Transplant Program.

Organ Transport SOPs were developed in consultation with the NITI Ayog, the ministries concerned and transplant professionals. The SOPs will serve as guiding document for transplant professionals and stakeholders across the country for seamless transport of human organs through various modes namely Road, Railways, Water and Air.

I would like to acknowledge the help provided by NITI Aayog and other ministries for their unwavering support in finalizing the SOPs and helping NOTTO in its mission to achieve successful organ donation and transplantation in India.

As we celebrate 14<sup>th</sup> Indian Organ Donation Day, we reiterate our commitment to creating a nation where every citizen has access to quality healthcare and the gift of life through organ donation. We look forward to continued support and collaboration from all stakeholders in achieving this vision.

  
(Dr. Anil Kumar)



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अंगदान-जीवनदान



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**National Organ & Tissue Transplant Organization (NOTTO)**  
**Directorate General of Health Services**  
**Ministry of Health & Family Welfare**  
**Government of India**

**Standard Operating Procedure (SOP)**  
**To Facilitate Transport/Transfer of Organs by Air**

Transportation of human organs by air has been examined and following SOP is recommended for transporting such organs by air (commercial/ non-commercial aircraft/ helicopter/ air ambulance etc., except drones).

**1. Purpose:**

To ensure maintenance of organs at appropriate conditions during transport by air in a security-controlled environment, based on a standard procedure.

**2. Scope:**

All 'Human Organs for Transplant' transported through all modes of air transport, within the boundaries of the sovereign territory of India only.

**3. Packaging:**

**Container-**

- 3.1 The organ box will be standardized with the following specifications-
  - a. A leak proof primary receptacle(s)
  - b. A leak proof secondary packaging
  - c. An outer packaging of adequate strength
- 3.2 Seat for organ box must be provided next to the seat of clinical team/ accompanying medical personnel travelling/ accompanying the box.
- 3.3 Organ box should be transported/ kept in correct position & orientation i.e. upright straight vertical at 90 degrees to the surface and signage of "Handle with care" for which a label can be put on the organ box by the airport's authority. Also, the organ box should be secured with the seat belt for greater safety.
- 3.4 Considering the size & space occupied by the organ box front row seats in the airplane are preferable and airlines may facilitate the same as per the availability.

**Label on the Organ Box-**

- 3.5 The organ box label to have the following information-
  - a. A description of the specific contents of the box with the image of the organ Label which says "Human organ(s) for transplant"

- b. The donor hospital's name and telephone number & date and time of retrieval of the organ
  - c. The recipient hospital's name & telephone number
  - d. Donor NOTTO ID: The SOTTO of the State/UT where donor hospital/ institution is located must ensure the generation of donor ID before the transportation of organs by air. SOTTO must also instruct the hospital to record the Donor NOTTO ID on the case sheet so that Donor NOTTO ID on the organ box is same as the Donor NOTTO ID in the hospital records
  - e. Recipient NOTTO ID
  - f. Name of organ
  - g. Cold ischemia time of the organ
  - h. The allocation authority's (SOTTO/ROTTTO/NOTTO) telephone number
- 3.6 The NOTTO ID of the donor and recipient should be made mandatory as part of organ box label as this will help in future audits, research & improve organ transport services in future. Also, this will facilitate an improved tracking with a number i.e. the NOTTO ID.
- 3.7 The labelling is to be done in CAPITAL LETTERS using waterproof ink.
- 3.8 Organ box shall be secured using a tamper proof seal with duct tape (in three to four layers).
- 3.9 The person carrying/ accompanying the organ box shall sign across the duct tape on all four sides after sealing the organ box.

#### **4. Screening at Airport (BCAS):**

- 4.1 Organ Box may be screened without opening. Depending on the size of the box, routine scanner or a hand-held device may be used; X-ray screening will not damage organs. It shall be ensured that during screening the sterile transport chain is not disrupted. It is also to mention that the current SOP of BCAS (Bureau of Civil Aviation Security) exempts X-ray screening of Organ box.
- 4.2 Passenger carrying such container shall NOT be exempted from Pre- embarkation security check. The same maybe done on priority. Similarly, any additional baggage of the accompanying medical personnel may undergo priority screening.
- 4.3 Sterile ice which is used for packing of organ in the organ box may not be available in some donor hospitals. It can be allowed to be carried in hand baggage with a label as "upright symbol & handle with care" in case where the clinical team is travelling for organ retrieval & needs to carry sterile ice.
- 4.4 Ice box to be carried in the same aircraft in which clinical team is travelling & should not be transported through a separate aircraft or cargo plane.
- 4.5 Accompanying medical personnel and his baggage should be allowed priority screening facilitated by a responsible airport official.

#### **5. SOPs for Boarding, Seating and De-boarding:**

- 5.1 Staff carrying/ accompanying the organ box should be given priority in deboarding for which an in-flight announcement can be made by the pilot in-command & cabin crew may facilitate the process.
- 5.2 Seating on front row seats, priority reservation, and provision for late check-in for organ transport may be facilitated by the airline concerned.

#### **6. Responsibility of Organ Box Handling and Accompanying Medical Personnel:**

##### **6a. Organ box handling-**

- a. Organ box to be accompanied by one medical personnel wherein responsibility of the box is solely with the accompanying personnel.
- b. Concerned airport official(s) to define a green path (free from obstruction) and a trolley for the organ box from ambulance to the aircraft at airport of origin.

- c. Concerned airport official(s) to define a green path (free from obstruction) for the organ box from aircraft to ambulance at the destination airport.

**6b. Accompanying Medical Personnel Responsibilities-**

- a. Accompanying medical personnel must carry only hand baggage.
- b. The accompanying medical personnel carrying such human organ shall inform the concerned airlines at the earliest so that the required facilitation may be provided at both departure and arrival.
- c. The accompanying medical personnel carrying organ shall carry the following documents in original:
  - i. Any valid identity proof of the accompanying medical personnel as permitted by BCAS (Bureau of Civil Aviation Security).
  - ii. Valid travel documents.
  - iii. Copy of the Form 8 & Form 10 as per The Transplantation of Human Organs & Tissues (THOT) Rules 2014 duly filled in and signed by the authorized signatories.
  - iv. A certificate as per the format given at Annexure 1, in triplicate with signature, full name, designation & office seal of the Competent Authority of Hospital/ Medical Institution on its letter head specifically mentioning that “the organs which are to be transported by air is/ are free from pathogens. Packaging was done & sealed under supervision of a responsible officer of the hospital/ medical institution and it does not contain anything other than the human organ. Carriage of such organ by air will not endanger the aircraft/ helicopter and the passengers on board”.

**7. Airlines Responsibilities: Airlines will have to follow SOPs for smooth transportation of organ(s) as given below:**

- a. Source airport will inform and communicate to the destination airport to facilitate the arrival process.
- b. Security Hold Area (SHA) In-charge of ASG/APSU shall be intimated by the airline security regarding carriage of live human organ to avoid any delay in security checks.
- c. Pilot In-Command and cabin crew to be intimated.
- d. Flight Captain may request Air Traffic Control to accord priority take-off and landing for the aircraft.
- e. Flight Captain may make an in-flight announcement about the carriage of a live human organ onboard and is a partner in saving a life.
- f. Airport staff and airline staff to arrange for trolley for carrying the organ box from the aircraft to the ambulance at arrival airport. In case the ambulance is allowed until the runway, the airline crew to guide and assist the accompanying medical personnel carrying the organ box to disembark from the staircase onto the runway directly and into the waiting ambulance.
- g. Airline security shall keep a copy of the certificate issued by the authorized hospitals/medical institute for future record.
- h. The container should be kept in the correct position and orientation as is predefined (Point- 3.3).
- i. If there is any doubt about the content of the organ box airlines security staff will inform his/her supervisor for taking further necessary action.
- j. The organ box to be carried in cabin baggage and the accompanying medical personnel carrying the organ box will not be asked to put the organ box in the check-in baggage.
- k. The airline to facilitate front row seats, priority reservation, and provision for late check-in for organ transport.

**8. ASG/APSU Responsibility:**

- a. The Organ Box may be screened without opening with routine scanner or a hand-held device. However, the current SOP of BCAS (Bureau of Civil Aviation Security) exempts X-ray screening of organ box.
- b. ASG/APSU security personnel in the SHA shall keep a copy of the certificate issued by the authorized hospitals/medical institutes for future record.
- c. If there is any doubt about the contents, the concerned shall inform it to his/her superiors for taking further necessary action.

**9. Miscellaneous:**

- a. Airports may display suitable signage on organ donation awareness. Material for the same may be obtained from NOTTO website.
- b. Airport Manager on receipt of such information regarding carriage of human organs shall extend all possible assistance to the accompanying medical personnel carrying the organ box and shall intimate the airlines concerned.
- c. ASG (CISF/State Police) and Airlines will train their security personnel accordingly.
- d. The aircraft/ helicopter/ air ambulance carrying the live human organ maybe given a specific label/ code to facilitate priority take-off and landing.

This SOP will be followed along with the Aircraft (Carriage of Dangerous Goods) Rule, 2003 of DGCA and ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air and other applicable rules, if any.

<b>ABBREVIATIONS</b>	
APSU	Airport Security Unit
ASG	Airport security Group
CISF	Central Industrial Security Force
DGCA	Directorate General of Civil Aviation
ICAO	International Civil Aviation Organization
SHA	Security Holding Area

**ANNEXURES**

ANNEXURE I: Certificate for Transport/Transfer of Organs by Air

**ANNEXURE-1**

**CERTIFICATE**  
**(Transport/Transfer of Organs by Air)**

Date:

The Airport Manager

\_\_\_\_\_

\_\_\_\_\_ (Name & Place of Airport)

Sir/ Madam,

**Sub: Certificate in respect of contents of Organ Box.**

This is to certify that Dr./Mr./Ms. \_\_\_\_\_  
S/o/D/o/W/o \_\_\_\_\_ belonging to \_\_\_\_\_  
\_\_\_\_\_ (Name of hospital/ organization if applicable) is  
carrying \_\_\_\_\_ (No. of Organ Box(es)) containing \_\_\_\_\_ (Name of  
Organ) which is packed in 3 layer covers with organ preservation fluid & sterile ice/ ice gel pack.

It is to certify that content(s) of Organ Box which is/ are to be transported by air is/ are free from pathogens and is/ are not hazardous for co-passengers. The said organ is/ are stored in preservative solution with ice gel pack/ ordinary ice (not dry ice) which is made of water only. Packaging was done & sealed under supervision of a responsible officer of the hospital/ medical institution and it does not contain anything other than the human organ. Carriage of such organ by air will not endanger the aircraft/ helicopter/ air ambulance (as applicable) and the passengers on board. Hence, we request your kind office to allow Dr./Mr./Ms. \_\_\_\_\_ (Details as mentioned above) to carry the organ box inside the aircraft.

Sincerely,

(Signature)

Full name:

Designation:

Name of Donor Hospital/ Institution:

Phone No (Landline/ Mobile):

Email:

(Office Seal of Donor Hospital/ Institution)

**National Organ & Tissue Transplant Organization (NOTTO)**  
**Directorate General of Health Services**  
**Ministry of Health & Family Welfare**  
**Government of India**

**Standard Operating Procedure (SOP)**  
**To Facilitate Transport/Transfer of Organs by Ambulance/ Other vehicles**

**Subject:** Measures to Facilitate Transport/Transfer of Live Human Organs by the Ministry of Home Affairs

**1. Purpose:**

- 1.1 To ensure appropriate conditions are maintained during transport of live human organs by ambulance within a security-controlled environment.
- 1.2. To standardize transfer of live human organs by ambulance through a well-defined, uniform and simple procedure.
- 1.3 If required, Ministry of Home Affairs may define the list of ambulances/ other vehicles that may be used for the transportation of live human organ.
- 1.4 To develop guidelines for the post-mortem in cases where the deceased donor is a medico-legal case.

**2. Scope:**

- 2.1 All 'Live Human Organs for Transplant'.
- 2.2 Human organs for transplant will be transported only within the territory of India and no organ shall be transported outside India. Further, no human organ for transplant shall be allowed to be transported from outside the territory of India.

**3.A Green Corridor:**

- 3.A.1 The green corridor maybe provided for organ transport on the request of specific authorities/agencies. The “One Trigger System” i.e. a request from the organ allocation authority (NOTTO/ ROTTO or SOTTO, as the case maybe) to initiate the process of organ transport by creation of green corridor, may be considered. This may help minimize the concerns around internal security as the request would be obtained from a credible source.
- 3.A.2 The organ box maybe accompanied by medical personnel during transit wherein the responsibility of the box will lie on the Accompanying Medical Personnel.
- 3.A.3 A nodal officer from the police department may be appointed to handle issues related to the creation of green corridor for organ transport in each state/city. The nodal officer may help iron out issues related to jurisdiction, approvals, security concerns, etc. during creation of the green corridor.
- 3.A.4 A detailed record of organ wise green corridors created maybe maintained by the concerned department. Also, the concerned personnel may keep a copy of the certificate issued by the authorized

hospitals/medical institute for record.

3.A.6 The state traffic police in various states may be sensitized about organ donation and transplant and the crucial role that they play in expediting organ transport by creation of green corridor.

### **3.B Post-mortem**

3.B.1 The provisions as per Transplantation of Human Organs and Tissues Act, (THOTA) 1994 & Rules thereunder shall be followed for post-mortem waiver/ conducting post mortem in cases where the deceased organ donor is a medico legal case.

## **4. Packaging:**

### **4.1 Container-**

- A. The organ box will be standardized with the following specifications-
  - a. A leak proof primary receptacle(s)
  - b. A leak proof secondary packaging
  - c. An outer packaging of adequate strength
- B. Seat for organ box must be provided next to the seat of clinical team/ accompanying medical personnel travelling/ accompanying the box.
- C. Organ box should be transported/ kept in correct position & orientation i.e. upright straight vertical at 90 degrees to the surface and signage of "Handle with care" for which a label can be put on the organ box by the concerned authority. Also, the organ box should be secured with the seat belt for greater safety.
- D. Considering the size & space occupied by the organ box sufficient space in the vehicle must be ensured and authorities may facilitate the same as per the availability.

### **4.2 Label on the Organ Box-**

- A. The organ box label to have the following information-
  - a. A description of the specific contents of the box with the image of the organ Label which says "Human organ(s) for transplant"
  - b. The donor hospital's name and telephone number & date and time of retrieval of the organ
  - c. The recipient hospital's name & telephone number
  - d. Donor NOTTO ID: The SOTTO of the State/UT where donor hospital/ institution is located must ensure the generation of donor ID before the transportation of organs by air. SOTTO must also instruct the hospital to record the Donor NOTTO ID on the case sheet so that Donor NOTTO ID on the organ box is same as the Donor NOTTO ID in the hospital records
  - e. Recipient NOTTO ID
  - f. Name of organ
  - g. Cold ischemia time of the organ
  - h. The allocation authority's (SOTTO/ROTO/NOTTO) telephone number
- B. The NOTTO ID of the donor and recipient should be made mandatory as part of organ box label



as this will help in future audits, research & improve organ transport services in future. Also, this will facilitate an improved tracking with a number i.e. the NOTTO ID.

- C. The labelling is to be done in CAPITAL LETTERS using waterproof ink.
- D. Organ box shall be secured using a tamper proof seal with duct tape (in three to four layers).
- E. The person carrying/ accompanying the organ box shall sign across the duct tape on all four sides after sealing the organ box.

## **5. Screening:**

- 5.1 Organ Box may be screened without opening. Depending on the size of the box, routine scanner or a hand-held device may be used; X-ray screening will not damage organs. It shall be ensured that during screening the sterile transport chain is not disrupted. It is also to mention that the current SOP of BCAS (Bureau of Civil Aviation Security) exempts X-ray screening of Organ box.
- 5.2 Any additional baggage of the accompanying medical personnel may undergo priority screening.
- 5.3 Sterile ice which is used for packing of organ in the organ box may not be available in some donor hospitals. It can be allowed to be carried in hand baggage with a label as “upright symbol & handle with care” in case where the clinical team is travelling for organ retrieval & needs to carry sterile ice.
- 5.4 Ice box to be carried in the same vehicle in which clinical team is travelling & should not be transported through a separate vehicle.
- 5.5 Accompanying medical personnel and his baggage should be allowed priority screening (if required) facilitated by a responsible official.

## **6. Responsibility of organ box handling**

### **6.1 Organ box handling-**

- a. The organ box maybe accompanied by medical personnel during transit wherein the responsibility of the box will lie on the Accompanying Medical Personnel.
- b. Concerned official to define a green corridor (free from obstruction).

### **6.2 Accompanying Medical Personnel Responsibilities-**

- a. The accompanying medical personnel carrying such human organ shall inform the concerned recipient hospital at the earliest so that the required facilitation may be provided.
- b. The accompanying medical personnel carrying organ shall carry the following documents in original:
  - i. Any valid identity proof of the accompanying medical personnel.
  - ii. Valid travel documents.
  - iii. Copy of the Form 8 & Form 10 as per The Transplantation of Human Organs & Tissues (THOT) Rules 2014 duly filled in and signed by the authorized signatories.
  - iv. A certificate as per the format given at Annexure 1, in triplicate with signature, full name, designation & office seal of the Competent Authority of Hospital/ Medical Institution on its

letter head specifically mentioning that “the organs which are to be transported by ambulance/other vehicle is/ are free from pathogens. Packaging was done & sealed under supervision of a responsible officer of the hospital/ medical institution and it does not contain anything other than the human organ. Carriage of such organ by ambulance will not endanger the ambulance and the co-passengers”.

## **7. Miscellaneous**

**7.1** State Police may train their security personnel accordingly.

### ANNEXURES

ANNEXURE I: Certificate for Transport/Transfer of Organs by Ambulance/ Other vehicles

**ANNEXURE-1**

**CERTIFICATE**

**(Transport/Transfer of Organs by Ambulance/ Other vehicles)**

Date:

The Concerned Authority

\_\_\_\_\_

\_\_\_\_\_ (Name & Address of Place)

Sir/ Madam,

**Sub: Certificate in respect of contents of Organ Box.**

This is to certify that Dr./Mr./Ms. \_\_\_\_\_

S/o/D/o/W/o \_\_\_\_\_ belonging to \_\_\_\_\_

\_\_\_\_\_ (Name of hospital/ organization if applicable) is carrying \_\_\_\_\_ (No. of Organ Box(es)) containing \_\_\_\_\_ (Name of Organ) which is packed in 3 layer covers with organ preservation fluid & sterile ice/ ice gel pack.

It is to certify that content(s) of Organ Box which is/ are to be transported is/ are free from pathogens and is/ are not hazardous for co-passengers. The said organ is/ are stored in preservative solution with ice gel pack/ ordinary ice (not dry ice) which is made of water only. Packaging was done & sealed under supervision of a responsible officer of the hospital/ medical institution and it does not contain anything other than the human organ. Carriage of such organ will not endanger the ambulance and the co-passengers. Hence, we request your kind office to allow Dr./Mr./Ms. \_\_\_\_\_ (Details as mentioned above) to carry the organ

box inside the ambulance.

Sincerely,

(Signature)

Full name:

Designation:

Name of Donor Hospital/ Institution:

Phone No (Landline/ Mobile):

Email:

(Office Seal of Donor Hospital/ Institution)

**National Organ & Tissue Transplant Organization (NOTTO)**  
**Directorate General of Health Services**  
**Ministry of Health & Family Welfare**  
**Government of India**

**Standard Operating Procedure (SOP)**  
**To Facilitate Transport/Transfer of Organs by Defence**

**Subject:** Measures to Facilitate Transport/Transfer by Defence

Transportation of live human organ through facilities managed by army/ navy or air-force.

**1. Purpose:**

- 1.1 To ensure appropriate conditions are maintained during transport of live human organ within a security-controlled environment.
- 1.2. To standardize transfer of live human organ through facilities controlled by army/ navy or air-force, through a well-defined, uniform and simple procedure.

**2. Scope:**

- 2.1 All 'Live Human Organs for Transplant' transported through facilities controlled by army/ navy or air-force.
- 2.2 Human organs for transplant will be transported only within the territory of India and no organ shall be transported outside India. Further, no human organ for transplant shall be allowed to be transported from outside the territory of India.

**3. Packaging:**

**3.1 Container-**

- A. The organ box will be standardized with the following specifications-
  - a. A leak proof primary receptacle(s)
  - b. A leak proof secondary packaging
  - c. An outer packaging of adequate strength
- B. Seat for organ box must be provided next to the seat of clinical team/ accompanying medical personnel travelling/ accompanying the box.
- C. Organ box should be transported/ kept in correct position & orientation i.e. upright straight vertical at 90 degrees to the surface and signage of "Handle with care" for which a label can be put on the organ box by the concerned authority. Also, the organ box should be secured with the seat belt for greater safety.
- D. Considering the size & space occupied by the organ box sufficient space in the vehicle must be ensured and authorities may facilitate the same as per the availability.

**3.2 Label on the Organ Box-**

- A. The organ box label to have the following information-
  - i. A description of the specific contents of the box with the image of the organ Label which says

- “Human organ(s) for transplant”
- ii. The donor hospital’s name and telephone number & date and time of retrieval of the organ
- iii. The recipient hospital’s name & telephone number
- iv. Donor NOTTO ID: The SOTTO of the State/UT where donor hospital/ institution is located must ensure the generation of donor ID before the transportation of organs by air. SOTTO must also instruct the hospital to record the Donor NOTTO ID on the case sheet so that Donor NOTTO ID on the organ box is same as the Donor NOTTO ID in the hospital records
- v. Recipient NOTTO ID
- vi. Name of organ
- vii. Cold ischemia time of the organ
- viii. The allocation authority’s (SOTTO/ROTTA/NOTTO) telephone number
- B. The NOTTO ID of the donor and recipient should be made mandatory as part of organ box label as this will help in future audits, research & improve organ transport services in future. Also, this will facilitate an improved tracking with a number i.e. the NOTTO ID.
- C. The labelling is to be done in CAPITAL LETTERS using waterproof ink.
- D. Organ box shall be secured using a tamper proof seal with duct tape (in three to four layers).
- E. The person carrying/ accompanying the organ box shall sign across the duct tape on all four sides after sealing the organ box.

#### **4. Screening:**

- 4.1 Organ Box may be screened without opening. Depending on the size of the box, routine scanner or a hand-held device may be used; X-ray screening will not damage organs. It shall be ensured that during screening the sterile transport chain is not disrupted. It is also to mention that the current SOP of BCAS (Bureau of Civil Aviation Security) exempts X-ray screening of Organ box.
- 4.2 Passenger carrying such container shall NOT be exempted from Pre- embarkation security check. The same maybe done on priority. Similarly, any additional baggage of the accompanying medical personnel may undergo priority screening.
- 4.3 Sterile ice which is used for packing of organ in the organ box may not be available in some donor hospitals. It can be allowed to be carried in hand baggage with a label as “upright symbol & handle with care” in case where the clinical team is travelling for organ retrieval & needs to carry sterile ice.
- 4.4 Ice box to be carried in the same vehicle in which clinical team is travelling & should not be transported through a separate vehicle.
- 4.5 Accompanying medical personnel and his baggage should be allowed priority screening facilitated by a responsible defence officer/ official.

#### **5. Responsibility of organ box handling**

##### **5.1 Organ box handling-**

- a. The organ box maybe accompanied by medical personnel during transit wherein the responsibility of the box will lie on medical personnel accompanying the organ box.
- b. Concerned army, navy and air-force official to define a green path (free from obstruction) and arrange a trolley to take organ box from the ambulance to the vehicle/aircraft/ ships (fast crafts) at the station of origin.
- c. Concerned army, navy and air-force official to define a green path and arrange a trolley to take organ box from the vehicle/aircraft/ ships (fast-craft) to the ambulance at the destination.

## **5.2 Accompanying Medical Personnel Responsibilities-**

- a. Accompanying medical personnel must carry only hand baggage.
- b. The accompanying medical personnel carrying such human organ shall inform the concerned army/ navy or air-force authorities at the earliest so that the required facilitation may be provided at both departure and arrival.
- c. The accompanying medical personnel carrying organ shall carry the following documents in original:
  - i. Any valid identity proof of the accompanying medical personnel as permitted by defence.
  - ii. Valid travel documents.
  - iii. Copy of the Form 8 & Form 10 as per The Transplantation of Human Organs & Tissues (THOT) Rules 2014 duly filled in and signed by the authorized signatories.
  - iv. A certificate as per the format given at Annexure 1, in triplicate with signature, full name, designation & office seal of the Competent Authority of Hospital/ Medical Institution on its letter head specifically mentioning that "the organs which are to be transported is/ are free from pathogens. Packaging was done & sealed under supervision of a responsible officer of the hospital/ medical institution and it does not contain anything other than the human organ. Carriage of such organ will not endanger the vehicle and the passengers on board".

## **7. Responsibilities of the concerned Defence Personnel:**

7.1 Defence security staff will check and verify all required documents and act promptly.

7.2 The concerned official will identify a security staff to escort the passenger carrying the organ box to ensuring priority boarding and de-boarding.

7.3 The concerned defence personnel to be intimated so that proper arrangement may be made for carrying of such organs at the destination station.

7.4 Road/Air/Water Traffic Control to accord priority transit for the vehicle/aircraft/ships (fast craft) carrying live human organs for transplant.

7.5 The concerned defence personnel shall keep a copy of the certificate issued by the authorized hospitals/medical institute/for future record. A system for the same maybe worked out.

7.6 The organ box should be kept in the correct position and orientation as is predefined. (Section 3.1- C).

7.7 If there is any doubt about the content of the organ box, defence security staff will inform his/her supervisor immediately, for taking further necessary action.

## **8. Defence officials Responsibility:**

8.1 Organ Box may be screened without opening. Depending on the size of the box, routine scanner or a hand-held device may be used; X-ray screening will not damage organs. It shall be ensured that during screening the sterile transport chain is not disrupted. It is also to mention that the current SOP of BCAS (Bureau of Civil Aviation Security) exempts X-ray screening of Organ box.

8.2 The concerned personnel in the Security Holding Area shall keep a copy of the certificate issued by the authorized hospitals/medical institutes for future record.

8.3 If there is any doubt about the contents, the concerned shall inform it to his/her superiors for taking further necessary action.

**9. Miscellaneous:**

9.1 The defence official from MOD or army, air force, navy shall be the nodal person in case of all live human organ transport.

9.2 Defence official will train their security personnel accordingly.

**ANNEXURES**

ANNEXURE I: Certificate for Transport/Transfer of Organs by Defence

**ANNEXURE-1**

**CERTIFICATE**  
**(Transport/Transfer of Organs by Defence)**

Date:

The Concerned Authority

\_\_\_\_\_

\_\_\_\_\_ (Name & Address of Place)

Sir/ Madam,

**Sub: Certificate in respect of contents of Organ Box.**

This is to certify that Dr./Mr./Ms. \_\_\_\_\_

S/o/D/o/W/o \_\_\_\_\_ belonging to \_\_\_\_\_

\_\_\_\_\_ (Name of hospital/ organization if applicable) is

carrying \_\_\_\_\_ (No. of Organ Box(es)) containing \_\_\_\_\_ (Name of Organ) which is packed in 3 layer covers with organ preservation fluid & sterile ice/ ice gel pack.

It is to certify that content(s) of Organ Box which is/ are to be transported is/ are free from pathogens and is/ are not hazardous for co-passengers. The said organ is/ are stored in preservative solution with ice gel pack/ ordinary ice (not dry ice) which is made of water only. Packaging was done & sealed under supervision of a responsible officer of the hospital/ medical institution and it does not contain anything other than the human organ. Carriage of such organ will not endanger the vehicle and the passengers on board. Hence, we request your kind office to allow Dr./Mr./Ms. \_\_\_\_\_ (Details as mentioned above) to carry the organ box inside the vehicle.

Sincerely,

(Signature)

Full name:

Designation:

Name of Donor Hospital/ Institution:

Phone No (Landline/ Mobile):

Email:

(Office Seal of Donor Hospital/ Institution)



**National Organ & Tissue Transplant Organization (NOTTO)**  
**Directorate General of Health Services**  
**Ministry of Health & Family Welfare**  
**Government of India**

**Standard Operating Procedure (SOP)**  
**To Facilitate Transport/Transfer of Organs by Metro**

**Subject:** Measures to Facilitate Transport/Transfer of Organs by Metro

**1. Purpose**

1.1 To ensure appropriate conditions are maintained during transport of live human organs by Metro/ Regional Rapid Transit System (RRTS).

1.2. To standardize transfer by metro through a well-defined, uniform and simple procedure.

**2. Scope**

2.1 All 'Live Human Organs for Transplant' transported through metro within the city/ inter-city during working hours of the metro / all hours if applicable in respective Metro Rail.

**3. Packaging:**

**3.3 Container-**

- A. The organ box will be standardized with the following specifications-
  - a. A leak proof primary receptacle(s)
  - b. A leak proof secondary packaging
  - c. An outer packaging of adequate strength
- B. Seat for organ box must be provided next to the seat of clinical team/ accompanying medical personnel travelling/ accompanying the box.
- C. Organ box should be transported/ kept in correct position & orientation i.e. upright straight vertical at 90 degrees to the surface and signage of "Handle with care" for which a label can be put on the organ box by the concerned authority. Also, the organ box should be secured with the seat belt for greater safety.
- D. Considering the size & space occupied by the organ box sufficient space in the metro must be ensured and authorities may facilitate the same as per the availability.

**3.4 Label on the Organ Box-**

- A. The organ box label to have the following information-
  - i. A description of the specific contents of the box with the image of the organ Label which says "Human organ(s) for transplant"

- ii. The donor hospital's name and telephone number & date and time of retrieval of the organ
  - iii. The recipient hospital's name & telephone number
  - iv. Donor NOTTO ID: The SOTTO of the State/UT where donor hospital/ institution is located must ensure the generation of donor ID before the transportation of organs by air. SOTTO must also instruct the hospital to record the Donor NOTTO ID on the case sheet so that Donor NOTTO ID on the organ box is same as the Donor NOTTO ID in the hospital records
  - v. Recipient NOTTO ID
  - vi. Name of organ
  - vii. Cold ischemia time of the organ
  - viii. The allocation authority's (SOTTO/ROTTTO/NOTTO) telephone number
- B. The NOTTO ID of the donor and recipient should be made mandatory as part of organ box label as this will help in future audits, research & improve organ transport services in future. Also, this will facilitate an improved tracking with a number i.e. the NOTTO ID.
- C. The labelling is to be done in CAPITAL LETTERS using waterproof ink.
- D. Organ box shall be secured using a tamper proof seal with duct tape (in three to four layers).
- E. The person carrying/ accompanying the organ box shall sign across the duct tape on all four sides after sealing the organ box.

#### **4. Screening:**

- 4.1 Organ Box may be screened without opening. Depending on the size of the box, routine scanner or a hand-held device may be used; X-ray screening will not damage organs. It shall be ensured that during screening the sterile transport chain is not disrupted. It is also to mention that the current SOP of BCAS (Bureau of Civil Aviation Security) exempts X-ray screening of Organ box.
- 4.2 Passenger carrying such container shall NOT be exempted from Pre- embarkation security check. The same maybe done on priority. Similarly, any additional baggage of the accompanying medical personnel may undergo priority screening.
- 4.3 Sterile ice which is used for packing of organ in the organ box may not be available in some donor hospitals. It can be allowed to be carried in hand baggage with a label as "upright symbol & handle with care" in case where the clinical team is travelling for organ retrieval & needs to carry sterile ice.
- 4.4 Ice box to be carried in the same vehicle in which clinical team is travelling & should not be transported through a separate vehicle.
- 4.5 Accompanying medical personnel and his baggage should be allowed priority screening facilitated by a responsible metro officer/ official.

#### **5. Responsibility of organ box handling**

##### **5.1 Organ box handling-**

- a. The organ box maybe accompanied by medical personnel during transit wherein the responsibility of the box will lie on medical personnel accompanying the organ box.

- b. Concerned metro official to define a green path (free from obstruction) and arrange a trolley to take organ box from the ambulance to the metro platform at the station of origin.
- c. Concerned metro official to define a green path (free from obstruction) and arrange a trolley to take organ box from the metro platform to the ambulance at the station of destination.
- d. Travel tickets/tokens should be arranged beforehand for the passenger member – and other persons, if any – carrying the organ box (hereafter referred to as “medical personnel”).
- e. An area to be cordoned off within a coach of the metro/ entire coach to avoid any damage to the organ box.
- f. A security official to accompany the Clinical Team carrying the organ box till destination station.
- g. An announcement may be made in the metro about the carriage of a live human organ on board and that the metro is a partner in saving a life.

## **5.2 Accompanying Medical Personnel Responsibilities-**

- a. Accompanying medical personnel must carry only hand baggage.
- b. The accompanying medical personnel carrying such human organ shall inform the concerned metro authorities at the earliest so that the required facilitation may be provided at both departure and arrival.
- c. The accompanying medical personnel carrying organ shall carry the following documents in original:
  - i. Any valid identity proof of the accompanying medical personnel.
  - ii. Valid travel documents.
  - iii. Copy of the Form 8 & Form 10 as per The Transplantation of Human Organs & Tissues (THOT) Rules 2014 duly filled in and signed by the authorized signatories.
  - iv. A certificate as per the format given at Annexure 1, in triplicate with signature, full name, designation & office seal of the Competent Authority of Hospital/ Medical Institution on its letter head specifically mentioning that “the organs which are to be transported is/ are free from pathogens. Packaging was done & sealed under supervision of a responsible officer of the hospital/ medical institution and it does not contain anything other than the human organ. Carriage of such organ will not endanger the vehicle and the passengers on board”.

## **6. Responsibilities of the concerned Metro Personnel**

6.1 Metro security staff will check and verify all required documents and act promptly.

6.2 The metro security staff to escort the Clinical Team carrying the organ box till their boarding at the metro station. The metro official to escort the Clinical Team in the metro and cordon off at least the necessary area for the organ box.

6.3 Security Hold Area (SHA) shall be intimated by the metro security regarding such carriage of live human organ to avoid any delay in security checks.

6.4 The concerned metro personnel will also be intimated so that proper arrangement may be made for carrying of such organs at the destination.

6.5 Metro Traffic Control to accord priority transit for the metro carrying live human organs for transplant.

6.6 Concerned Metro official shall keep a copy of the certificate issued by the authorized hospitals/ medical institute for future record. Clinical Team carrying such human organ shall keep a copy of the certificate(s) with them to save time in transit.

6.7 The organ box should be kept in the correct position and orientation as is predefined. (Section 3.1-C).

6.8 If there is any doubt about the content of the organ box/box metro security staff will inform his/her supervisor for taking further necessary action.

## **7. Metro Security Responsibility**

7.1 Organ Box may be screened without opening. Depending on the size of the box, routine scanner or a hand-held device may be used; X-ray screening will not damage organs. It shall be ensured that during screening the sterile transport chain is not disrupted. It is also to mention that the current SOP of BCAS (Bureau of Civil Aviation Security) exempts X-ray screening of Organ box.

7.2 The concerned metro personnel shall keep a copy of the certificate issued by the authorized hospitals/medical institutes for future record.

7.3 If there is any doubt about the contents, the concerned shall inform the superiors for taking further necessary action.

## **8. Miscellaneous**

8.1 A designated metro official to be the nodal person in case of all live human organ transport.

8.2 The security personnel manning the metro stations to be trained accordingly.

8.3 Also, it is suggested for periodical mock trials for preparedness in case of the actual requirement.

8.4 During any failure/incident/ disruption in services due to any reason, travel time may increase. An alternate arrangement may also be planned by Sender/Receiver hospital. Further, metro rail administration shall not be held responsible for any delay due to failure/incident/disruption in services.

8.5 Some Metro companies have a policy for availing train services during non-revenue hours on payment basis. However, request to avail this service should be made at least one day in advance to DMRC so that necessary arrangement shall be made.

## **ANNEXURES**

ANNEXURE I: Certificate for Transport/Transfer of Organs by Metro

**CERTIFICATE**  
**(Transport/ Transfer of Organs by Metro)**

Date:

The Manager/ Station Incharge

\_\_\_\_\_  
\_\_\_\_\_

Sir/ Madam,

**Sub: Certificate in respect of contents of Organ Box.**

This is to certify that Dr./Mr./Ms. \_\_\_\_\_

S/o/D/o/W/o \_\_\_\_\_ belonging to \_\_\_\_\_

\_\_\_\_\_ (Name of hospital/ organization if applicable) is carrying \_\_\_\_\_ (No. of Organ Box(es)) containing \_\_\_\_\_ (Name of Organ) which is packed in 3 layer covers with organ preservation fluid & sterile ice/ ice gel pack.

It is to certify that content(s) of Organ Box which is/ are to be transported is/ are free from pathogens and is/ are not hazardous for co-passengers. The said organ is/ are stored in preservative solution with ice gel pack/ ordinary ice (not dry ice) which is made of water only. Packaging was done & sealed under supervision of a responsible officer of the hospital/ medical institution and it does not contain anything other than the human organ. Carriage of such organ will not endanger the metro and the passengers on board. Hence, we request your kind office to allow Dr./Mr./Ms. \_\_\_\_\_ (Details as mentioned above) to carry the organ box inside the metro.

Sincerely,

(Signature)

Full name:

Designation:

Name of Donor Hospital/ Institution:

Phone No (Landline/ Mobile):

Email:

(Office Seal of Donor Hospital/ Institution)

**National Organ & Tissue Transplant Organization (NOTTO)**  
**Directorate General of Health Services**  
**Ministry of Health & Family Welfare**  
**Government of India**

**Standard Operating Procedure (SOP)**  
**To Facilitate Transport/Transfer of Organs by Road/ Highways**

**Subject:** Measures to Facilitate Transport/Transfer of Organs by Road/ Highways

**1. Purpose**

1.1 To ensure appropriate conditions are maintained during transport by road or highway within a security-controlled environment.

1.2. To standardize transfer by road or highway through a well-defined, uniform and simple procedure.

**2. Scope**

2.1 All 'Human Organs for Transplant' transported through roads or highways.

2.2 Human organs for transplant will be transported only within the territory of India and no organ shall be transported outside India. Further, no human organ for transplant shall be allowed to be transported from outside the territory of India.

**3. Packaging:**

**3.5 Container-**

- A. The organ box will be standardized with the following specifications-
  - a. A leak proof primary receptacle(s)
  - b. A leak proof secondary packaging
  - c. An outer packaging of adequate strength
- B. Seat for organ box must be provided next to the seat of clinical team/ accompanying medical personnel travelling/ accompanying the box.
- C. Organ box should be transported/ kept in correct position & orientation i.e. upright straight vertical at 90 degrees to the surface and signage of "Handle with care" for which a label can be put on the organ box by the concerned authority. Also, the organ box should be secured with the seat belt for greater safety.
- D. Considering the size & space occupied by the organ box sufficient space in the vehicle must be ensured and authorities may facilitate the same as per the availability.

**3.6 Label on the Organ Box-**

- A. The organ box label to have the following information-
  - i. A description of the specific contents of the box with the image of the organ Label which says "Human organ(s) for transplant"

- ii. The donor hospital's name and telephone number & date and time of retrieval of the organ
  - iii. The recipient hospital's name & telephone number
  - iv. Donor NOTTO ID: The SOTTO of the State/UT where donor hospital/ institution is located must ensure the generation of donor ID before the transportation of organs by air. SOTTO must also instruct the hospital to record the Donor NOTTO ID on the case sheet so that Donor NOTTO ID on the organ box is same as the Donor NOTTO ID in the hospital records
  - v. Recipient NOTTO ID
  - vi. Name of organ
  - vii. Cold ischemia time of the organ
  - viii. The allocation authority's (SOTTO/ROTO/NOTTO) telephone number
- B. The NOTTO ID of the donor and recipient should be made mandatory as part of organ box label as this will help in future audits, research & improve organ transport services in future. Also, this will facilitate an improved tracking with a number i.e. the NOTTO ID.
- C. The labelling is to be done in CAPITAL LETTERS using waterproof ink.
- D. Organ box shall be secured using a tamper proof seal with duct tape (in three to four layers).
- E. The person carrying/ accompanying the organ box shall sign across the duct tape on all four sides after sealing the organ box.

#### **4. Screening:**

- 4.1 Organ Box may be screened without opening. Depending on the size of the box, routine scanner or a hand-held device may be used; X-ray screening will not damage organs. It shall be ensured that during screening the sterile transport chain is not disrupted. It is also to mention that the current SOP of BCAS (Bureau of Civil Aviation Security) exempts X-ray screening of Organ box.
- 4.2 Passenger carrying such container shall NOT be exempted from Pre- embarkation security check. The same maybe done on priority. Similarly, any additional baggage of the accompanying medical personnel may undergo priority screening.
- 4.3 Sterile ice which is used for packing of organ in the organ box may not be available in some donor hospitals. It can be allowed to be carried in hand baggage with a label as "upright symbol & handle with care" in case where the clinical team is travelling for organ retrieval & needs to carry sterile ice.
- 4.4 Ice box to be carried in the same vehicle in which clinical team is travelling & should not be transported through a separate vehicle.
- 4.5 Accompanying medical personnel and his baggage should be allowed priority screening facilitated by a responsible officer/ official.

#### **5. Responsibility of organ box handling**

##### **5.1 Organ box handling-**

- a. The organ box maybe accompanied by medical personnel during transit wherein the responsibility of the box will lie on medical personnel accompanying the organ box.

## **5.2 Accompanying Medical Personnel Responsibilities-**

- a. Accompanying medical personnel must carry only hand baggage.
- b. The accompanying medical personnel carrying such human organ shall inform the concerned authorities at the earliest so that the required facilitation may be provided at both departure and arrival.
- c. The accompanying medical personnel carrying organ shall carry the following documents in original:
  - d. Any valid identity proof of the accompanying medical personnel.
  - e. Valid travel documents.
  - f. Copy of the Form 8 & Form 10 as per The Transplantation of Human Organs & Tissues (THOT) Rules 2014 duly filled in and signed by the authorized signatories.
  - g. A certificate as per the format given at Annexure 1, in triplicate with signature, full name, designation & office seal of the Competent Authority of Hospital/ Medical Institution on its letter head specifically mentioning that “the organs which are to be transported is/ are free from pathogens. Packaging was done & sealed under supervision of a responsible officer of the hospital/ medical institution and it does not contain anything other than the human organ. Carriage of such organ will not endanger the vehicle and the co-passengers.”.

## **6. Responsibilities of Roads and Highways Officials**

6.1 Concerned officials to ensure priority transit in coordination with the concerned police personnel and define a green path (free from obstruction) both at the station of origin and destination.

6.2 Concerned officials shall keep a copy of the certificate issued by the authorized hospitals/medical institute for future record. A copy of the certificate issued by authorized hospital/ medical institute may be provided directly to all the Nodal Officers of Ministry of Road Transport & Highways via email.

6.3 If there is any suspicion about the organ box or its contents, the concerned shall inform it to his/her superiors immediately.

## **7. Miscellaneous**

7.1 Roads and highways may display suitable signage on organ donation awareness. Material for the same may be obtained from NOTTO.

7.2 The concerned personnel to be trained accordingly.

## **ANNEXURES**

ANNEXURE I: Certificate for Transport/Transfer of Organs by Road/ Highways



**ANNEXURE-1**

**CERTIFICATE**

**(Transport/Transfer of Organs by Road/ Highways)**

Date:

The Manager/Incharge/Concerned Authority

\_\_\_\_\_

\_\_\_\_\_ (Name & Address of Place)

Sir/ Madam,

**Sub: Certificate in respect of contents of Organ Box.**

This is to certify that Dr./Mr./Ms. \_\_\_\_\_

S/o/D/o/W/o \_\_\_\_\_ belonging to \_\_\_\_\_

\_\_\_\_\_ (Name of hospital/ organization if applicable) is

carrying \_\_\_\_\_ (No. of Organ Box(es)) containing \_\_\_\_\_ (Name of Organ) which is packed in 3 layer covers with organ preservation fluid & sterile ice/ ice gel pack.

It is to certify that content(s) of Organ Box which is/ are to be transported is/ are free from pathogens and is/ are not hazardous for co-passengers. The said organ is/ are stored in preservative solution with ice gel pack/ ordinary ice (not dry ice) which is made of water only. Packaging was done & sealed under supervision of a responsible officer of the hospital/ medical institution and it does not contain anything other than the human organ. Carriage of such organ will not endanger the vehicle and the co-passengers. Hence, we request your kind office to allow Dr./Mr./Ms. \_\_\_\_\_ (Details as mentioned above) to carry the organ box inside the vehicle.

Sincerely,

(Signature)

Full name:

Designation:

Name of Donor Hospital/ Institution:

Phone No (Landline/ Mobile):

Email:

(Office Seal of Donor Hospital/ Institution)

**National Organ & Tissue Transplant Organization (NOTTO)**  
**Directorate General of Health Services**  
**Ministry of Health & Family Welfare**  
**Government of India**

**Standard Operating Procedure (SOP)**  
**To Facilitate Transport/Transfer of Organs by Trains**

**Subject:** Measures to Facilitate Transport/Transfer of Organs by Trains

**1. Purpose**

1.1 To ensure appropriate conditions are maintained during transport of live human organs by railways within a security-controlled environment.

1.2 To standardize organ transport by railways through a well-defined, uniform and simple procedure.

**2. Scope**

2.1 All 'Live Human Organs for Transplant' transported through railways.

2.2 Human organs for transplant will be transported only within the territory of India and no organ shall be transported outside India. Further, no human organ for transplant shall be allowed to be transported from outside the territory of India.

**3. Packaging:**

**3.1 Container-**

- A. The organ box will be standardized with the following specifications-
  - a. A leak proof primary receptacle(s)
  - b. A leak proof secondary packaging
  - c. An outer packaging of adequate strength
- B. Seat for organ box must be provided next to the seat of clinical team/ accompanying medical personnel travelling/ accompanying the box.
- C. Organ box should be transported/ kept in correct position & orientation i.e. upright straight vertical at 90 degrees to the surface and signage of "Handle with care" for which a label can be put on the organ box by the concerned authority. Also, the organ box should be secured with the seat belt for greater safety.
- D. Considering the size & space occupied by the organ box sufficient space in the vehicle must be ensured and authorities may facilitate the same as per the availability.

**3.2 Label on the Organ Box-**

- A. The organ box label to have the following information-
  - i. A description of the specific contents of the box with the image of the organ Label which says

“Human organ(s) for transplant”

- ii. The donor hospital’s name and telephone number & date and time of retrieval of the organ
  - iii. The recipient hospital’s name & telephone number
  - iv. Donor NOTTO ID: The SOTTO of the State/UT where donor hospital/ institution is located must ensure the generation of donor ID before the transportation of organs by air. SOTTO must also instruct the hospital to record the Donor NOTTO ID on the case sheet so that Donor NOTTO ID on the organ box is same as the Donor NOTTO ID in the hospital records
  - v. Recipient NOTTO ID
  - vi. Name of organ
  - vii. Cold ischemia time of the organ
  - viii. The allocation authority’s (SOTTO/ROTTA/NOTTO) telephone number
- B. The NOTTO ID of the donor and recipient should be made mandatory as part of organ box label as this will help in future audits, research & improve organ transport services in future. Also, this will facilitate an improved tracking with a number i.e. the NOTTO ID.
- C. The labelling is to be done in CAPITAL LETTERS using waterproof ink.
- D. Organ box shall be secured using a tamper proof seal with duct tape (in three to four layers).
- E. The person carrying/ accompanying the organ box shall sign across the duct tape on all four sides after sealing the organ box.

#### **4. Screening:**

- 4.1 Organ Box may be screened without opening. Depending on the size of the box, routine scanner or a hand-held device may be used; X-ray screening will not damage organs. It shall be ensured that during screening the sterile transport chain is not disrupted. It is also to mention that the current SOP of BCAS (Bureau of Civil Aviation Security) exempts X-ray screening of Organ box.
- 4.2 Passenger carrying such container shall NOT be exempted from Pre- embarkation security check. The same maybe done on priority. Similarly, any additional baggage of the accompanying medical personnel may undergo priority screening.
- 4.3 Sterile ice which is used for packing of organ in the organ box may not be available in some donor hospitals. It can be allowed to be carried in hand baggage with a label as “upright symbol & handle with care” in case where the clinical team is travelling for organ retrieval & needs to carry sterile ice.
- 4.4 Ice box to be carried in the same vehicle in which clinical team is travelling & should not be transported through a separate vehicle.
- 4.5 Accompanying medical personnel and his baggage should be allowed priority screening facilitated by a responsible railway officer/ official.

#### **5. Responsibility of organ box handling:**

##### **5.1 Organ box handling-**

- a. The organ box maybe accompanied by medical personnel during transit wherein the responsibility of the box will lie on medical personnel accompanying the organ box.

- b. Concerned railway official to define a green path (free from obstruction) and arrange a trolley to take organ box from the ambulance to the train at the station of origin.
- c. Concerned railway official to define a green path and arrange a trolley to take organ box from the train to the ambulance at the destination.

## **5.2 Accompanying Medical Personnel Responsibilities-**

- a. Accompanying medical personnel must carry only hand baggage.
- b. The accompanying medical personnel carrying such human organ shall inform the concerned railway authorities at the earliest so that the required facilitation may be provided at both departure and arrival.
- c. The accompanying medical personnel carrying organ shall carry the following documents in original:
  - i. Any valid identity proof of the accompanying medical personnel.
  - ii. Valid travel documents.
  - iii. Copy of the Form 8 & Form 10 as per The Transplantation of Human Organs & Tissues (THOT) Rules 2014 duly filled in and signed by the authorized signatories.
  - iv. A certificate as per the format given at Annexure 1, in triplicate with signature, full name, designation & office seal of the Competent Authority of Hospital/ Medical Institution on its letter head specifically mentioning that “the organs which are to be transported is/ are free from pathogens. Packaging was done & sealed under supervision of a responsible officer of the hospital/ medical institution and it does not contain anything other than the human organ. Carriage of such organ will not endanger the train and the co-passengers on board”.

## **6. Railways Officials Responsibilities (ref. Table 1)**

6.1 Railways security staff will check and verify all required documents and act promptly.

6.2 The concerned railway staff to identify a specific staff to escort the passenger till his/her boarding at the railways station, ensuring priority boarding.

6.3 Security Hold Area (SHA) shall be intimated by the railways security regarding such carriage of live human organ to avoid any delay in security checks.

6.4 Railway Traffic Control to accord priority reach for the train carrying live human organs for transplant

6.5 Railways security shall keep a copy of the certificate issued by the authorized hospitals/medical institute for future record.

6.6 The organ box should be kept in the correct position and orientation as is predefined. (Section 3.1-C).

6.7 If there is any doubt about the content of the organ box, railways staff to immediately inform his/her supervisor for taking further necessary action.

## **7. Railway Protection Force (RPF) Responsibility (ref. Table 1)**

7.1 Organ Box may be screened without opening. Depending on the size of the box, routine scanner or a hand-held device may be used; X-ray screening will not damage organs. It shall be ensured that during

screening the sterile transport chain is not disrupted. It is also to mention that the current SOP of BCAS (Bureau of Civil Aviation Security) exempts X-ray screening of Organ box.

7.2 RPF in the Security Holding Area shall keep a copy of the certificate issued by the authorized hospitals/medical institutes for record.

7.3 If there is any doubt about the contents, the concerned to inform his/her superiors immediately.

## 8. Miscellaneous

8.1 Railways may display appropriate signage regarding awareness of organ donation at suitable locations of the railway station. The material for the same may be obtained from NOTTO.

8.2 A nodal person at the railway station maybe designated as the nodal person in case of all live human organ transport.

8.3 RPF/CISF/State Police to train their security personnel accordingly.

ABBREVIATIONS	
CISF	Central Industrial Security Force
SHA	Security Holding Area
RPF	Railway Protection Force

## ANNEXURES

ANNEXURE I: Certificate for Transport/Transfer of Organs by Trains

**TABLE 1**  
**SOP of Indian Railways for Transportation of Organs for Transplant by Trains**

Sr. No.	Activity	Concerned Official
1.	Information of requirement of organ transport by train and details thereof along with copy of necessary documents shared over e-mail or other digital communication from the designated nodal person of NOTTO.	ED/H(G), Director/Health
2.	ED/H(G) immediately conveying the information to RB Traffic & Security Directorates and confirming to NOTTO that the concerned officials have been informed.	ED/H(G), Director/Health JDPM(Coord.)/DPM (as applicable) and ASC/PS at RPF control, Room Rly Board
3.	Confirmation of seats for team carrying container with organ.	Director/Health JDPM (Coord.)/DPM as applicable CMS of concerned division Sr DCM of concerned division
4.	Information to security personnel	ASC/PS at RPF Control

	(IPF/SI) of originating and destination stations for ensuring clear corridor in Railway area for the team carrying the organ.	Room Rly Board
5.	Information to IPF/SI, SM and commercial staff (TC/TTE) of originating and destination stations for leading team with the organ container from ambulance to the seats on train and from train to ambulance respectively.	ASC/PS at RPF Control Room Rly Board
6.	On arrival of organ to station, arranging of clear corridor for ambulance to designated parking area.	IPF/SI of initial station
7.	Verification of documents of organ transportation issued by concerned authority in prescribed format.	This responsibility/ function has to be performed by the State Police
8.	On arrival of ambulance, on duty security personnel (IPF/SI) to lead the team to designated seats on train.	IPF/SI of concerned station
9.	Clear corridor in Railway circulating area for team carrying the container with organ led by IPF/SI to move from ambulance to train.	IPF/SI of initial station
10.	Team to be accommodated in reserved seats.	Train Superintendent /TTE
11.	Informing destination station security team about anticipated time of arrival of train and position of coach.	SM/TTE and IPF/SI of originating and destination stations
12.	Arranging of clear corridor in the Railway area for ambulance to and from designated parking space.	IPF/SI of destination station
13.	Arranging clear corridor for team with team with the organ container from train to ambulance.	IPF/SI of destination station
14.	Clear corridor for immediate departure of ambulance from station area	IPF/SI of destination station

**ANNEXURE-1**

**CERTIFICATE**  
**(Transport/Transfer of Organs by Trains)**

Date:

The Nodal Officer/Station Manager/Station Master

\_\_\_\_\_

\_\_\_\_\_ (Name & Address of Place)

Sir/ Madam,

**Sub: Certificate in respect of contents of Organ Box.**

This is to certify that Dr./Mr./Ms. \_\_\_\_\_

S/o/D/o/W/o \_\_\_\_\_ belonging to \_\_\_\_\_

\_\_\_\_\_ (Name of hospital/ organization if applicable) is

carrying \_\_\_\_\_ (No. of Organ Box(es)) containing \_\_\_\_\_ (Name of Organ) which is packed in 3 layer covers with organ preservation fluid & sterile ice/ ice gel pack.

It is to certify that content(s) of Organ Box which is/ are to be transported is/ are free from pathogens and is/ are not hazardous for co-passengers. The said organ is/ are stored in preservative solution with ice gel pack/ ordinary ice (not dry ice) which is made of water only. Packaging was done & sealed under supervision of a responsible officer of the hospital/ medical institution and it does not contain anything other than the human organ. Carriage of such organ will not endanger the train and the co-passengers. Hence, we request your kind office to allow Dr./Mr./Ms.

\_\_\_\_\_ (Details as mentioned above) to carry the organ box inside the train.

Sincerely,

(Signature)

Full name:

Designation:

Name of Donor Hospital/ Institution:

Phone No (Landline/ Mobile):

Email:

(Office Seal of Donor Hospital/ Institution)

**National Organ & Tissue Transplant Organization (NOTTO)**  
**Directorate General of Health Services**  
**Ministry of Health & Family Welfare**  
**Government of India**

**Standard Operating Procedure (SOP)**  
**To Facilitate Transport/Transfer of Organs through Ports, Shipping and Waterways**

**Subject:** Measures to Facilitate Transport/Transfer of Organs through Ports, Shipping and Waterways

**1. Purpose:**

1.1 To ensure appropriate conditions are maintained during transport by waterways within a security-controlled environment.

1.2. To standardize transfer by waterways through a well-defined, uniform and simple procedure.

**2. Scope:**

2.1 All 'Live Human Organs for Transplant' transported through waterways.

2.2 Human organs for transplant will be transported only within the territory of India and no organ shall be transported outside India. Further, no human organ for transplant shall be allowed to be transported from outside the territory of India.

**3. Packaging:**

**3.1 Container-**

- A. The organ box will be standardized with the following specifications-
  - a. A leak proof primary receptacle(s)
  - b. A leak proof secondary packaging
  - c. An outer packaging of adequate strength
- B. Seat for organ box must be provided next to the seat of clinical team/ accompanying medical personnel travelling/ accompanying the box.
- C. Organ box should be transported/ kept in correct position & orientation i.e. upright straight vertical at 90 degrees to the surface and signage of "Handle with care" for which a label can be put on the organ box by the concerned authority. Also, the organ box should be secured with the seat belt for greater safety.
- D. Considering the size & space occupied by the organ box sufficient space in the vehicle must be ensured and authorities may facilitate the same as per the availability.

**3.2 Label on the Organ Box-**

- A. The organ box label to have the following information-



- i. A description of the specific contents of the box with the image of the organ Label which says “Human organ(s) for transplant”
  - ii. The donor hospital’s name and telephone number & date and time of retrieval of the organ
  - iii. The recipient hospital’s name & telephone number
  - iv. Donor NOTTO ID: The SOTTO of the State/UT where donor hospital/ institution is located must ensure the generation of donor ID before the transportation of organs by air. SOTTO must also instruct the hospital to record the Donor NOTTO ID on the case sheet so that Donor NOTTO ID on the organ box is same as the Donor NOTTO ID in the hospital records
  - v. Recipient NOTTO ID
  - vi. Name of organ
  - vii. Cold ischemia time of the organ
  - viii. The allocation authority’s (SOTTO/ROTTA/NOTTO) telephone number
- B. The NOTTO ID of the donor and recipient should be made mandatory as part of organ box label as this will help in future audits, research & improve organ transport services in future. Also, this will facilitate an improved tracking with a number i.e. the NOTTO ID.
- C. The labelling is to be done in CAPITAL LETTERS using waterproof ink.
- D. Organ box shall be secured using a tamper proof seal with duct tape (in three to four layers).
- E. The person carrying/ accompanying the organ box shall sign across the duct tape on all four sides after sealing the organ box.

#### **4. Screening**

- 4.1 Organ Box may be screened without opening. Depending on the size of the box, routine scanner or a hand-held device may be used; X-ray screening will not damage organs. It shall be ensured that during screening the sterile transport chain is not disrupted. It is also to mention that the current SOP of BCAS (Bureau of Civil Aviation Security) exempts X-ray screening of Organ box.
- 4.2 Passenger carrying such container shall NOT be exempted from Pre- embarkation security check. The same maybe done on priority. Similarly, any additional baggage of the accompanying medical personnel may undergo priority screening.
- 4.3 Sterile ice which is used for packing of organ in the organ box may not be available in some donor hospitals. It can be allowed to be carried in hand baggage with a label as “upright symbol & handle with care” in case where the clinical team is travelling for organ retrieval & needs to carry sterile ice.
- 4.4 Ice box to be carried in the same vehicle in which clinical team is travelling & should not be transported through a separate vehicle.
- 4.5 Accompanying medical personnel and his baggage should be allowed priority screening facilitated by a responsible officer/ official of the concerned department.
- 4.6 Any necessary operation may be requested from Regional Directors/ State Govt. IWT Dept.

## **5. Responsibility of organ box handling**

### **5.1 Organ box handling-**

- a. Concerned ports official to define a path i.e. green corridor (free from obstruction) and arrange a trolley to take organ box from the ambulance to the dockyard at the port of origin. Regional Directors/ State Govt. IWT Dept. may be given copy of these measures to facilitate transport/ transfer of Organs at Ports, Shipping and Waterways for compliance.
- b. The organ box may be accompanied by medical personnel during transit wherein the responsibility of the box will lie on the Accompanying Medical Personnel. In this regard, concerned Regional Directors/ State Govt. IWT Dept. may be asked to give permission to one member of the clinical team to accompany the box.
- c. Concerned ports official to define a path and arrange a trolley to take organ box from the dockyard to the ambulance at the port of destination. Regional Director/ State Govt. IWT Dept. may be informed accordingly.

### **5.2 Accompanying Medical Personnel Responsibilities-**

- a. The accompanying medical personnel carrying such human organ shall inform the concerned ports, shipping and waterways authorities at the earliest so that the required facilitation may be provided at both departure and arrival.
- b. The accompanying medical personnel carrying such human organ shall inform the concerned recipient hospital at the earliest so that the required facilitation may be provided.
- c. The accompanying medical personnel carrying organ shall carry the following documents in original:
  - i. Any valid identity proof of the accompanying medical personnel.
  - ii. Valid travel documents.
  - iii. Copy of the Form 8 & Form 10 as per The Transplantation of Human Organs & Tissues (THOT) Rules 2014 duly filled in and signed by the authorized signatories.
  - iv. A certificate as per the format given at Annexure 1, in triplicate with signature, full name, designation & office seal of the Competent Authority of Hospital/ Medical Institution on its letter head specifically mentioning that “the organs which are to be transported is/ are free from pathogens. Packaging was done & sealed under supervision of a responsible officer of the hospital/ medical institution and it does not contain anything other than the human organ. Carriage of such organ will not endanger the vehicle and the co-passengers”.

## **6. Waterways Responsibilities**

(1) Waterways security staff at IWAI terminals will check and verify all required documents and act promptly, with the help of Regional Directors/ State Govt. IWT Dept.

(2) Necessary directions may be sent to Regional Directors of IWAI/ State Govt. IWT Dept. for compliance regarding screening of Organ Box as is predefined (Section- 4.1).

(3) The concerned official to escort the medical personnel accompanying the organ box till his/her boarding at the ports and ensure priority boarding at the port of origin. In IWAI terminals/ locations of IWT, Govt of Assam, the officer on duty shall be asked to coordinate the movement.

(4) The concerned official to escort the medical personnel accompanying the organ box till his/her de-boarding at the ports and ensure priority de-boarding at the port of origin. The responsibility may be

assigned to the Master while the vessel is in transit and the officer on duty at the terminal shall further coordinate at his point.

(5) Waterway Traffic Control to accord priority reach for the Ship/ Water Ambulance/ Fast craft carrying live human organs for transplant. Necessary priority shall be conveyed to all Regional Directors/ State Govt. IWT Dept.

(6) Waterways security shall keep a copy of the certificate issued by the authorized hospitals/medical institute for future record.

(7) The organ box should be kept in the correct position and orientation as is predefined. (Section 3.1-C). Necessary direction on this may be shared by the persons handling the organ box with other vessel/terminal staff.

(8) If there is any doubt about the content of the package/box waterways security staff will inform his/her supervisor for taking further necessary action.

#### **8. Miscellaneous**

(1) Ports may display suitable signage on organ donation awareness. Material for the same may be obtained from NOTTO. Terminals of Inland Waterways Authority of India/ Inland Water Transport (IWAI/ IWT), Govt of Assam will be informed to display.

(2) The port manager at the port/ dockyard shall be the nodal person in case of all live human organ transport. The terminal manager/l/c at the IWAI/ IWT, Govt of Assam terminal shall be declared as Nodal Officer (after taking approval of Competent Authority.)

(3) The concerned security personnel may be trained accordingly. Regional Director, IWAI/ IWT, Govt of Assam will oversee training of the security personnel deployed under their control, post finalization of the SOP.

#### **ANNEXURES**

ANNEXURE I: Certificate for Transport/Transfer of Organs through Ports, Shipping and Waterways

**ANNEXURE-1**

**CERTIFICATE**

**(Transport/Transfer of Organs through Ports, Shipping and Waterways)**

Date:

The Port Manager/ Incharge

\_\_\_\_\_

\_\_\_\_\_ (Name & Address of Place)

Sir/ Madam,

**Sub: Certificate in respect of contents of Organ Box.**

This is to certify that Dr./Mr./Ms. \_\_\_\_\_  
S/o/D/o/W/o \_\_\_\_\_ belonging to \_\_\_\_\_

\_\_\_\_\_ (Name of hospital/ organization if applicable) is  
carrying \_\_\_\_\_ (No. of Organ Box(es)) containing \_\_\_\_\_ (Name of  
Organ) which is packed in 3 layer covers with organ preservation fluid & sterile ice/ ice gel pack.

It is to certify that content(s) of Organ Box which is/ are to be transported is/ are free from pathogens and is/ are not hazardous for co-passengers. The said organ is/ are stored in preservative solution with ice gel pack/ ordinary ice (not dry ice) which is made of water only. Packaging was done & sealed under supervision of a responsible officer of the hospital/ medical institution and it does not contain anything other than the human organ. Carriage of such organ will not endanger the vehicle and the passengers on board. Hence, we request your kind office to allow Dr./Mr./Ms. \_\_\_\_\_ (Details as mentioned above) to carry the organ box inside the vehicle.

Sincerely,

(Signature)

Full name:

Designation:

Name of Donor Hospital/ Institution:

Phone No (Landline/ Mobile):

Email:

(Office Seal of Donor Hospital/ Institution)