
PROCEDURE FOR INTERNATIONAL SHIPMENTS OF CATEGORY B INFECTIOUS SUBSTANCES (NO DRY ICE)

IMPORTANT: You must attend the 'TDG for Class 6.2 Infectious substances' safety training or be under the direct supervision of a trained person.

1. Plan to ship the goods at the beginning of the week.
2. Ensure that the *receiver* has arranged for any **import permits** required by the respective national authorities.
3. Fill out the following two documents, and then submit them for approval by the Environmental Health and Safety (EHS) Office **at least 5 business days** prior to the shipment date.
 - i) Declaration of Biological Products (EHS-FORM-005)
 - ii) [Biohazard Agent Transfer Notification](#) (EHS-FORM-105)
4. A copy of both documents must be **a)** provided to EHS, **b)** attached to the outside of the package.
5. Follow the manufacturer's instructions for properly packing the package. Packages must comply with packing instructions 650 requirements and can be obtained from [Saf-t-Pak](#) or [FedEx](#).
6. Fill out the [Proforma Invoice form for international shipments](#) as per Purchasing Services [instructions](#).
7. Add the HS Code (Harmonized System Code). You may contact EHS for assistance on getting the code.
8. Email the **Proforma Invoice** to the Expeditor (Neil Starkey, Purchasing Services ext. 4049).
9. For Customs purposes, attach three (3) copies of the **Proforma Invoice** to the outside of the box.
10. Affix the UN 3373 mark* on the outer packaging. The proper shipping name "Biological Substance, Category B" must be marked adjacent to the diamond-shaped mark.
11. Affix a label on the outer packaging showing the shipping and delivery addresses. You may also write the information directly on the package.
12. The name and telephone number of a **Responsible Person** must be provided on the air waybill or on the package.
13. Coordinate with Distribution Services to schedule the pick-up with the carrier. **
14. Fill out the carrier waybill which is available from Distribution Services. In the Nature and Quantity of Goods' section the shipped biological material should be marked as 'UN 3373' and 'Biological Substance, Category B'.
15. Note the tracking number to follow up on the shipment. Please provide the Expeditor with the tracking number of the shipment.

UN 3373 mark*: mark must be in the form of a square set with each side having a length of at least 50 mm (2in) and the letters and numbers must be at least 6 mm high. The proper shipping name "Biological Substance, Category B" must be written in letters at least 6 mm high.

Pick-up schedule:** bring package to SP loading dock by 11:30am.

For more information please contact Neil Starkey (Purchasing Services) at 4049 or Distribution Services at 5885 (SP loading dock).

For help with classification of biological agents and other questions regarding packaging and documentation contact EHS at 5008.