PROCEDURE FOR NATIONAL SHIPMENTS OF
NON-INFECTIOUS BIOLOGICAL 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. Fill out the following two documents then submit for approval by the Environmental Health and Safety (EHS) Office **at least** 5 buisiness days prior to the shipment date.

    i) Declaration of Biological Products (EHS-FORM-005)
    ii) Biohazard Agent Transfer Notification (EHS-FORM-105)

3. A copy of both documents must be **a)** provided to EHS, **b)** attached to the outside of the package.

4. Use a three-component packaging. Place the leak-proof **primary receptacle(s)** inside a leak-proof **secondary packaging**, e.g. a Ziploc. When shipping liquid samples place sufficient absorbent material between the primary and secondary packaging components.

5. Use a cardboard box as **outer packaging**. If necessary place packing material between the secondary component and the outer package.

6. Affix a label on the outside of the package showing the shipping and delivery address. You may also write the information directly on the box.

7. Mark the words "Exempt human specimen" or "Exempt animal specimen" on the outer packaging when shipping specimens* with a minimal likelihood that pathogens are present.

8. Coordinate with Distribution Services to schedule the pick-up with the carrier.

9. Note the tracking number to follow up on the shipment. Please provide EHS with the tracking number of the shipment.

* Specimen: patient specimen collected directly from humans or animals and transported for purposes such as research or investigational activities.

For more information please contact Distribution Services at ext. 5885 (SP loading dock).

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