

PROCEDURE FOR NATIONAL SHIPMENTS OF NON-INFECTIOUS BIOLOGICAL SUBSTANCES ON 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 shipment* 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** business 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. Place the prepared samples inside a Styrofoam box to permit the release of carbon dioxide gas and to prevent a buildup of pressure that could rupture the packaging. Place the Styrofoam box in a cardboard box as **outer packaging**. If necessary place packing material between the Styrofoam box and the outer package.
6. Affix a label on the outer packaging showing the shipping and delivery address. You may also write the information directly on the box.
7. Attach one Class 9 label per outer package on the side of the box. The words "Dry Ice" and the weight of the dry ice in kilograms must be marked as well. When shipping with Fedex, use an extended waybill and make sure to fill out the dry ice section.
8. 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.
9. Coordinate with Distribution Services to schedule the pick-up** with the carrier.
10. 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.*

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

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

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