

PROCEDURE FOR INTERNATIONAL 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 material 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 then submit for approval by the Environmental Health and Safety (EHS) Office **at least 5 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. Fill out the [Proforma Invoice form for international shipments](#) as per Purchasing Services [instructions](#). Add the HS Code (Harmonized System Code). You may contact EHS for assistance on getting the code.
6. Email the **Proforma Invoice** to the Expeditor (Neil Starkey, Purchasing Services ext. 4049). For Customs purposes, attach three (3) copies of the **Proforma Invoice** to the outside of the box.
7. Use a three-component packaging. Place the leak-proof **primary receptacle(s)** inside a leak-proof **secondary component**, e.g. a Ziploc. When shipping liquid samples place sufficient absorbent material between the primary and secondary packaging components.
8. Use a cardboard box as **outer packaging**. If necessary place packing material between the secondary component and the outer package.
9. Affix a label on the outer packaging showing the shipping and delivery address. You may also write the information directly on the box.
10. If applicable, 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.
11. Coordinate with Distribution Services to schedule the pick-up with the carrier.
12. Fill out the carrier Waybill which is available from Distribution Services.
 - i) If the Shipper (Concordia) is paying the transport fee, a Globex waybill must be completed.
 - ii) If the Receiver is paying the transport fee, the Shipper must complete an *Expanded Waybill* (e.g. Fedex). Ensure that the Harmonized System Code (refer to Step 6 above) is entered in the waybill.
13. Note the tracking number to follow up on the shipment. Please provide the Expeditor with the tracking number of the shipment.

***Specimen:** samples collected directly from humans or animals to be used for research or investigational activities.

For more information please contact Neil Starkey (Purchasing Services) ext. 4049 or 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.