

## PROCEDURE FOR INTERNATIONAL 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 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, 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)
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](#). Specify in the 'Description of the product' section that the shipped biological material is non-pathogenic.
6. Add the HS Code (Harmonized System Code). You may contact EHS for assistance on getting the code.
7. Email the **Proforma Invoice** to the Expeditor (Neil Starkey, Purchasing Services ext. 4049).
8. For Customs purposes, attach three (3) copies of the **Proforma Invoice** to the outside of the box.
9. 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.
10. 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.
11. Affix a label on the outer packaging showing the shipping and delivery address. You may also write the information directly on the box.
12. Affix one Class 9 label per outer package, on the side of the box. The words "Dry Ice, UN1845" and the weight of the dry ice in kilograms must be marked as well.
13. 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.
14. Fill out the carrier's Waybill, available from Distribution Services.
  - i) If the Shipper (Concordia) is paying the transport fee, a Globex waybill must be completed. Indicate on the waybill that dry ice is present.
  - ii) If the Receiver is paying the transport fee, the Shipper must complete an Expanded Waybill (e.g. Fedex) and declare the weight of the dry ice in kilograms in Section 7. Ensure that the HS Code is entered in the waybill.
15. Note the tracking number and provide it to the Expeditor.

\* **Specimen:** sample collected directly from humans or animals and transported for research or investigational activities.

For more information please contact Neil Starkey 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.