
Refresher Training: Packing and Shipping Category A Samples

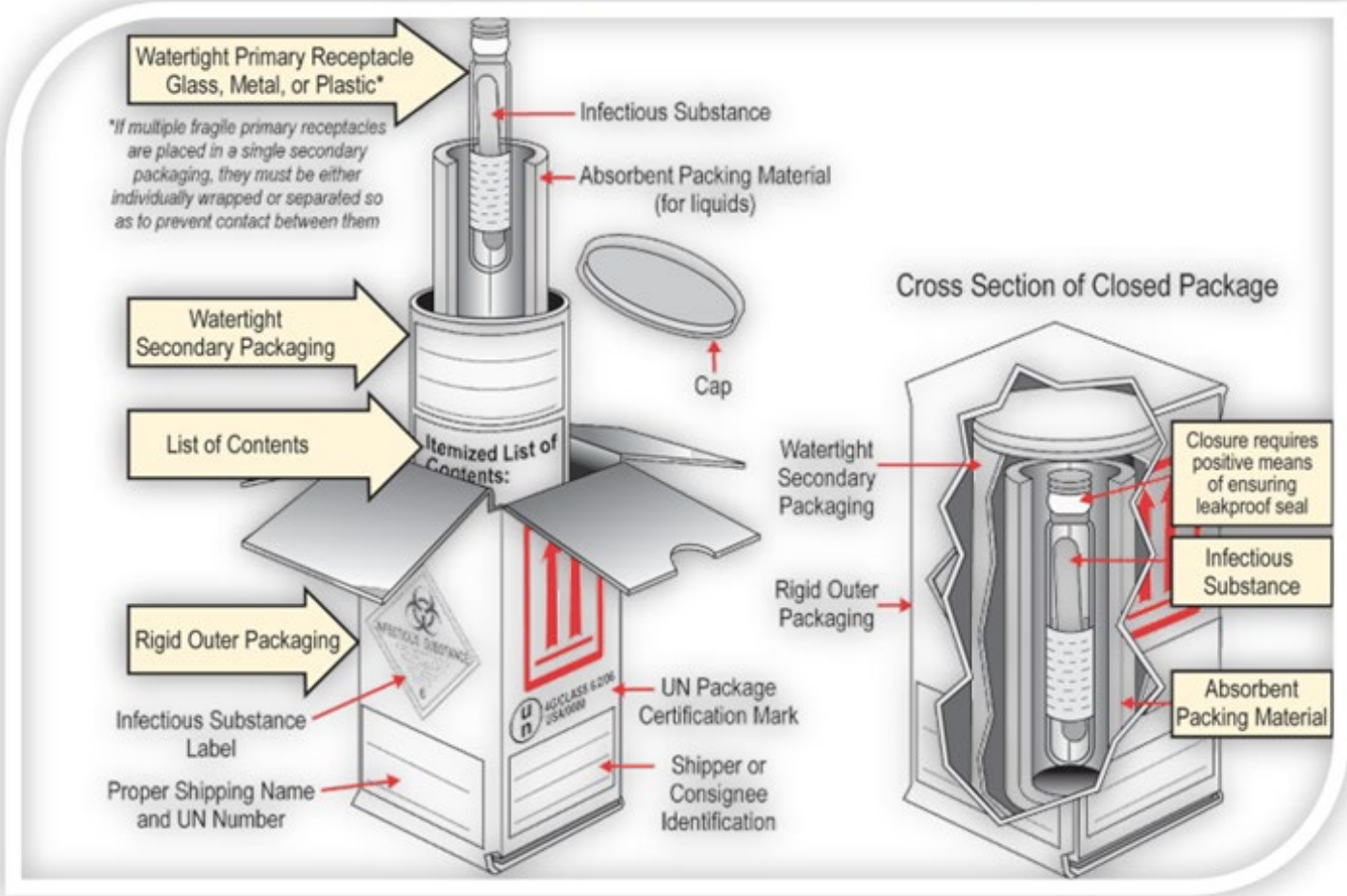
State Hygienic Laboratory at the University of Iowa

November 2024

Category A Packaging Instructions

- **Triple pack all specimens in:**
 1. Leakproof primary receptacle; multiple primary receptacles should be individually wrapped or separated (plates, blood tubes, swabs).
 1. The lids of tubs, swabs, plates, etc. must be wrapped with parafilm to prevent accidental opening during transport.
 2. Leakproof secondary receptacle, (example: specimen bag).
 3. Rigid outer packaging
- If specimen is a liquid, place enough absorbent material between the primary and secondary receptacle to soak up the contents in case of a spill.
- Place a list of contents and paperwork between the secondary receptacle and outer packaging.

Category A Packaging

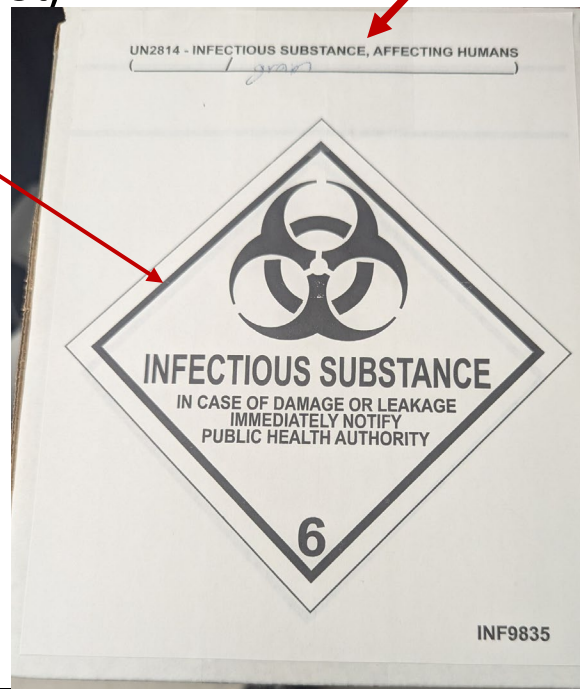


Outer Packaging Labels

- Label outer packaging with:

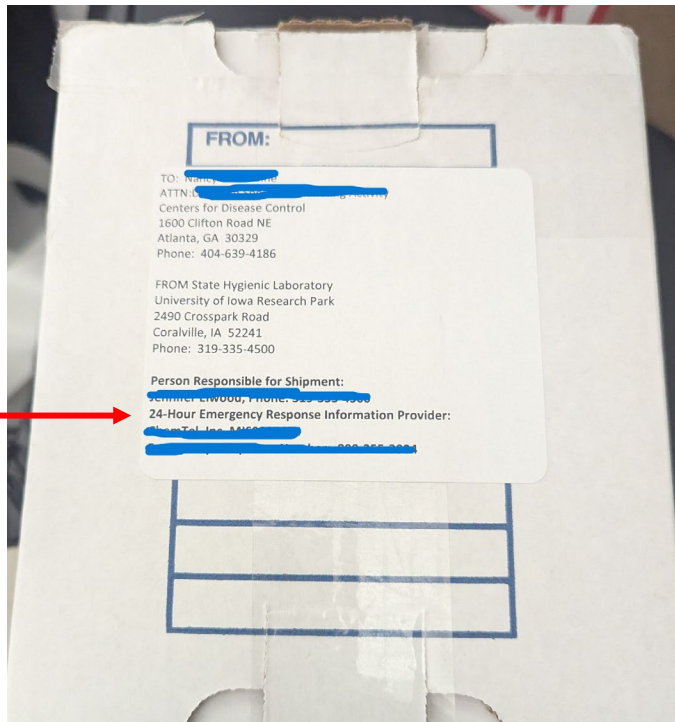
- Infectious substance (diamond shaped label)

- Proper shipping name and UN 2814 certification mark



Outer Packaging Labels

- Shipper and consignee identification (name, address, and telephone)



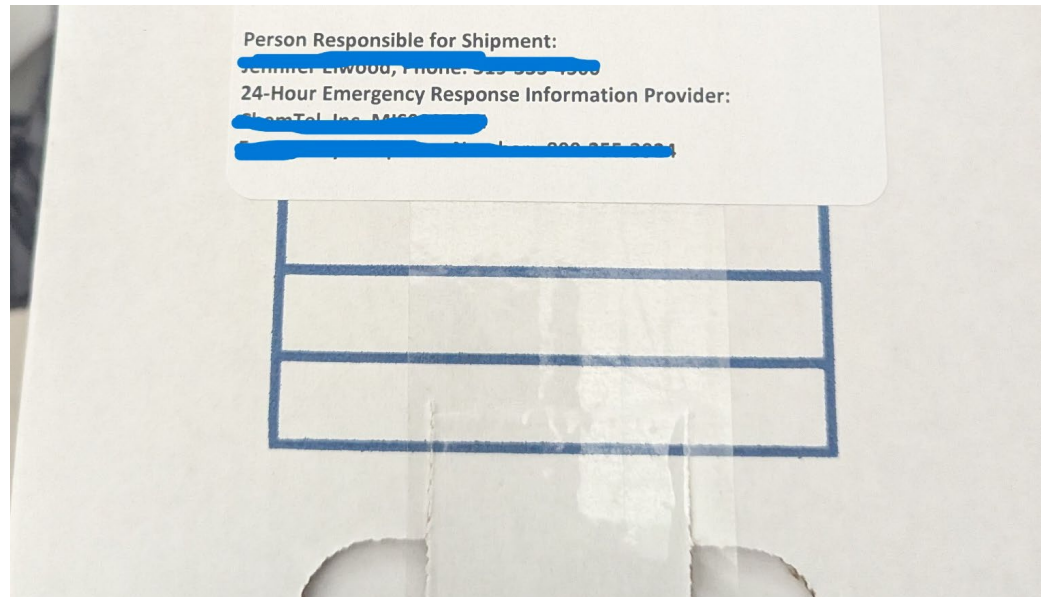
- Package orientation arrows if primary receptacle exceeds 50 mL or more



24/7 Emergency Contact Information

The 24/7 emergency contact must be someone with knowledge of the sample being transported and the associated hazards.

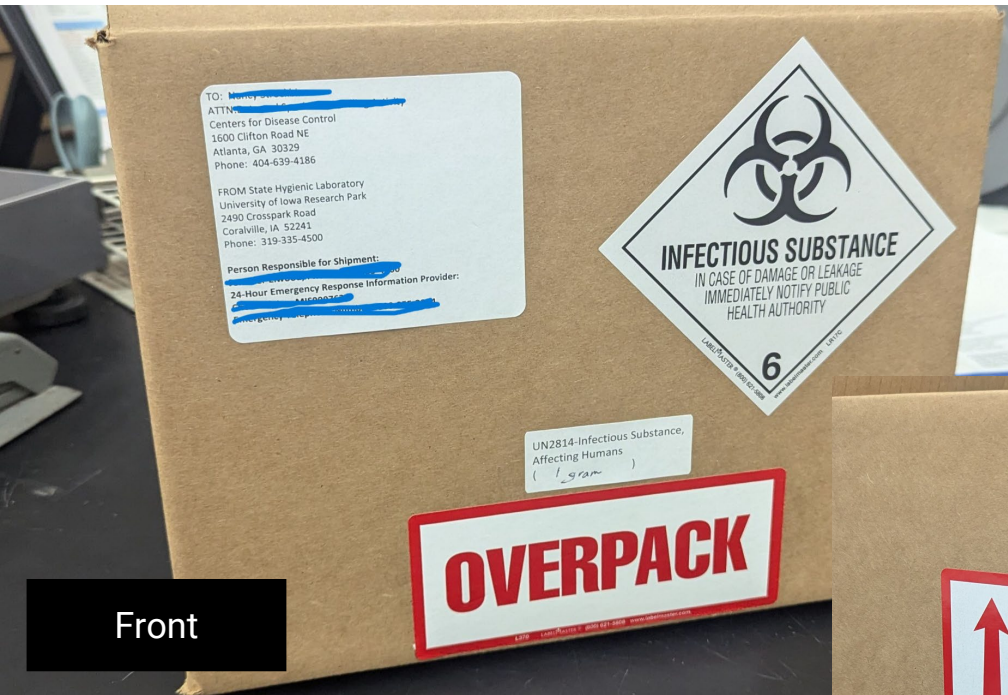
They must also be available to answer the phone for the duration of the time that the package is in transit.



Overpack

- An overpack is used for additional protection when shipping sensitive materials.
- It can also be used if the package sent is not large enough to hold all the labeling required for shipping.
- If using an overpack all labels placed in the original container must be placed in the overpack container with the addition of an overpack label. (see next slide)

Overpack



Shipper's Declaration

A shipper's declaration is required when shipping category A specimens.

A blank template can be found here:

<https://www.iata.org/contentassets/a9f496cd8c87466b98142fa6d4cdb209/shipper-declaration-column-format-fillable.pdf>

Note: If sending the package via the SHL courier, an Air Waybill No. is not applicable.

IOWA

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

Shipper Institut ABC 78 rue Longue 1000 Bruxelles Belgium		Air Waybill No. Page 1 of 1 Pages Shipper's Reference Number <i>(optional)</i>				
Consignee Company XYZ 456 Main Street Montreal QC H3Z 2Y7 Canada		For optional use for Company logo name and address				
Two completed and signed copies of this Declaration must be handed to the operator.		WARNING Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.				
TRANSPORT DETAILS						
This shipment is within the limitations prescribed for: <i>(delete non-applicable)</i>		Airport of Departure: Brussels				
<input type="checkbox"/> PASSENGER AND CARGO AIRCRAFT	<input checked="" type="checkbox"/> CARGO AIRCRAFT ONLY					
Airport of Destination: Montreal		Shipment type: <i>(delete non-applicable)</i> <input checked="" type="checkbox"/> NON-RADIOACTIVE <input type="checkbox"/> RADIOACTIVE				
NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification						
UN or ID No.	Proper Shipping Name	Class (or Division) (Subsidiary Risk)	Packing Group	Quantity and type of packing	Packing Inst.	Authorization
UN2814	Infectious substance, affecting humans (Bacillus anthracis cultures)	6.2		20 ml	620	
UN1845	Dry ice	9		5 kg All packed in one fiberboard box	954	
Additional Handling Information Emergency contact: Dr Dupont +32 2 1234567						
I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.					Name/Title of Signatory Dr Janssen Jeannic Place and Date Brussels, 10 April 2017 Signature <i>(see warning above)</i>	

Shippers Declaration

Instructions for how to properly fill out a shipper's declaration can be found in the link below. If an overpack is used, this should be stated in the shipper's declaration.

https://www.cdc.gov/orr/ipp/docs/guidance_for_shippers_declaration_508.pdf

**The Shipper's declaration must be placed on the outside of the package.
At least 2-3 copies are required**



Training Resources

- Training is required for all employees that perform packaging and shipping of hazardous materials. This refresher training is not meant to take the place of in-depth training required by your employer.

Available on-demand online training:

<https://reach.cdc.gov/course/packing-and-shipping-dangerous-goods-what-laboratory-staff-must-know>

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Questions?

→ uiowa.edu

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