

Packaging & Shipping Evaluation Checklist for Clinical Samples

Submittal Laboratory: _____ Date: _____

IBL Evaluator: _____ Sample Description: _____

Category B

<i>Courier under Materials of Trade (MOT) Exceptions:</i>	Yes	No
Exterior packaging		
<ul style="list-style-type: none"> • Addressed to appropriate laboratory (e.g., Bacteriology Laboratory, Molecular Laboratory, Rabies Laboratory, Serology Laboratory, TB Laboratory, Virology Laboratory) 		
<ul style="list-style-type: none"> • Adequate size and strength for weight, capacity, and intended use 		
<ul style="list-style-type: none"> • Proper shipping name OR common name (i.e. blood, human specimen, clinical specimen) 		
<ul style="list-style-type: none"> • Absorbent material 		
Inner packaging/primary receptacle—leak proof and sealed		
International biohazard label on inner packaging or outer packaging		
Quality of specimen acceptable		

OR

<i>Shipping Method:</i>	<i>FedEx</i>	<i>Other</i>	Yes	No
Exterior packaging and labeling				
<ul style="list-style-type: none"> • Shipper name and address 				
<ul style="list-style-type: none"> • Consignee name and address (Attention to appropriate laboratory, e.g., Bacteriology, Molecular Laboratory, Rabies Laboratory, Serology Laboratory, TB Laboratory, Virology Laboratory) 				
<ul style="list-style-type: none"> • UN 3373 label 				
<ul style="list-style-type: none"> • Red orientation arrows 				
<ul style="list-style-type: none"> • Adequate size and strength for weight, capacity, and intended use 				
Inner Packaging				
<ul style="list-style-type: none"> • Itemized list of contents between secondary packaging and outer packaging—may be on secondary pressure vessel or laboratory requisition (e.g. “Biological Substance; Category B UN 3373; 1 x 4 ml; 2 ml total”) 				
<ul style="list-style-type: none"> • Secondary pressure vessel (e.g. Tyvek envelope) 				
<ul style="list-style-type: none"> • Biohazard bag (watertight and leak proof) 				
<ul style="list-style-type: none"> • Absorbent sheet in biohazard bag (must be sufficient to absorb entire contents of shipment) 				
<ul style="list-style-type: none"> • Primary receptacle—must be watertight (sealed with parafilm or tape) <ul style="list-style-type: none"> ○ Swab or agar slant (it is against IATA regulations to send specimens on agar plates) 				
Quality of specimen acceptable				

Comments: _____

Category A

Shipping Method:	FedEx	Courier	Other: _____	Yes	No
Shipper's Declaration					
• Consignee name and address					
• Shipping address					
• Transport details: CARGO AIRCRAFT ONLY crossed off					
• Shipment type: RADIOACTIVE crossed off					
• Nature and Quantity of Dangerous Goods					
○ UN2814, Infectious substance					
○ Proper shipping name					
○ Division 6.2					
○ Total quantity (e.g. 3 ml)					
○ Packing instructions: 620					
• Form is signed					
Exterior packaging and labeling					
• Shipper name and address					
• Consignee name and address (Attention to appropriate laboratory, e.g., Bacteriology, Molecular Laboratory, Rabies Laboratory, Serology Laboratory, TB Laboratory, Virology Laboratory)					
• Name and phone number of person responsible					
• Class 6.2 Dangerous Goods label					
• UN 2814 label					
• Proper shipping name on UN 2814 label					
• Quantity of dangerous good (e.g. 3 ml)					
• All labels placed properly (on same side of box, etc.)					
• Orientation arrows					
• Airway bill included and marked properly					
• Adequate size and strength for weight, capacity, and intended use					
Inner Packaging					
• Inner box or equivalent					
• Itemized list of contents between secondary and inner packaging—may be on secondary pressure vessel or laboratory requisition (e.g. "Infectious Substance Affecting Humans; UN 2814; 1 x 4 ml; 3 ml total")					
• Secondary pressure vessel (e.g. Tyvek envelope)					
• Biohazard bag (watertight and leak proof)					
• Absorbent sheet in biohazard bag (must be sufficient to absorb entire contents of shipment)					
• Primary receptacle—must be watertight (sealed with parafilm or tape)					
○ Swab or agar slant (it is against IATA regulations to send specimens on agar plates)					
Quality of specimen acceptable					

Comments: _____
