

# IBL DANGEROUS GOODS PACKAGING AND SHIPPING GUIDE

December 2013

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# Disclaimer

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- Idaho Bureau of Laboratories (IBL) does not endorse one particular company over another. The images and shippers used are for training purposes only.
- DOT and IATA guidelines require that an individual receive certification prior to shipping dangerous goods substances. This document does not serve as adequate training for certification.
- Be sure to package according to the packing instructions provided by the manufacturer.
- IBL does not take responsibility for packages that are improperly packaged or shipped. This serves as a guidance document and is not to replace manufacturer packaging instructions.



# Packaging Category B Ambient

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Step 1: Gather shipping materials (InfeKta box and contents, UN3373 label, white-out label, absorbent material).

Step 2: Seal tube with tape or parafilm.

Step 3: Wrap specimen in absorbent sheet.

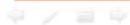
- A 4" x 12" absorbent sheet absorbs 15 mL of fluid.
- A blue diaper absorbs 300 mL of fluid.

Step 4: Place in InfeKta Specimen Transport Bag.

Step 5: Label itemized list of contents on Specimen Transport Bag. Labels may be found in Shipping and Receiving folder. List number of primary containers and their capacity and actual amount of sample (e.g., 2 containers, 15 mL capacity, 10 mL total quantity).

Step 6: Place in inner box.

Step 7: Seal inner box with packing tape.



# Packaging Category B Ambient (cont.)

5

Step 8: Place inner box in cooler.

Step 9: Place lid on cooler.

Step 10: Seal outer box with packing tape.

Step 11: Affix UN3373 label on exterior shipper and white-out label over dry ice identifiers (3 places).

Step 12: Enter shipping information in FedEx standalone system and print label (see pages 9-10).

Step 13: Place label on shipper. There is no need to address actual shipper.



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# Packaging Category B with Ice Packs

6

Step 1: Gather shipping materials (InfeKta box and contents, UN3373 label, white-out label, absorbent material, ice packs, thermalast liner bag).

Step 2: Seal tube with tape or parafilm.

Step 3: Wrap specimen in absorbent sheet.

- A 4" x 12" absorbent sheet absorbs 15 mL of fluid.
- A blue diaper absorbs 300 mL of fluid.

Step 4: Place in InfeKta Specimen Transport Bag.

Step 5: Label itemized list of contents on Specimen Transport Bag. Labels may be found in Shipping and Receiving folder. List number of primary containers and their capacity and actual amount of sample (e.g., 2 containers, 15 mL capacity, 10 mL total quantity).

Step 6: Place in inner box.

Step 7: Seal inner box with packing tape.

Step 8: Open thermalast liner bag in cooler.



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# Packaging Category B with Ice Packs (cont.)

7

Step 9: Place inner box in thermalast liner bag.

Step 10: Place ice pack(s) around inner box. Ice packs are located in Refrigerator 2 in Shipping and Receiving.

Step 11: Fold excess of thermalast liner bag over the inner box. **DO NOT SEAL!**

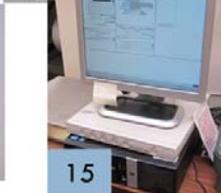
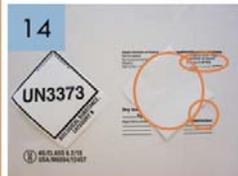
Step 12: Place lid on cooler.

Step 13: Seal outer box with packing tape.

Step 14: Affix UN3373 label on exterior shipper and white-out label over dry ice identifiers (3 places).

Step 15: Enter shipping information in FedEx standalone system and print label (see pages 9-10).

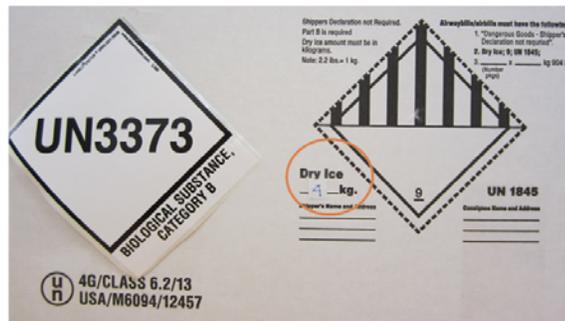
Step 16: Place label on shipper. There is no need to address actual shipper.



# Packaging Category B with Dry Ice

8

- Follow steps for Packaging Category B with Ice Packs with modifications to Steps 10 and 14.
  - Step 10: Place dry ice around inner box in thermostat liner bag (DO NOT SEAL BAG).
  - Step 14: Affix UN3373 label on exterior shipper (but do not put white-out label over dry ice identifiers).
  - Step 14: Write the weight of the dry ice in kg on the outer package.
    - 1 lb = 0.45 kg
    - 2.2 lb = 1 kg



# FedEx Standalone System: Shipping Category B

9

Step 1: Fill out Recipient information, Package and shipment details, and Billing details. Be sure to change the Department notes to **Biological Substance Cat B/UN3373** and add the applicable PCA.

Step 2: Click on Options tab if shipping dry ice. Otherwise, click Ship to print label.



# FedEx Standalone System: Shipping Category B (cont.)

10

Step 3: If shipping Category B with dry ice, check **Dry Ice Only**.

Step 4: Enter dry ice weight (lbs.) when **Dry Ice Information** window opens.

Step 5: Click OK.

Step 6: Click **Ship** to print label.



# Packaging Category A Ambient

11

Step 1: Gather shipping materials (InfeKta box and contents, UN2814 labels, white-out label, absorbent material, Responsible Person label).

Step 2: Seal tube with tape or parafilm.

Step 3: Wrap specimen in absorbent sheet.

Step 4: Place in InfeKta Specimen Transport Bag.

- A 4" x 12" absorbent sheet absorbs 15 mL of fluid.
- A blue diaper absorbs 300 mL of fluid.

Step 5: Label itemized list of contents on Specimen Transport Bag. Labels may be found in Shipping and Receiving folder. List number of primary containers and their capacity and actual amount of sample (e.g., 2 containers, 15 mL capacity, 10 mL total quantity).

Step 6: Place in inner box.

Step 7: Seal inner box with packing tape.

Step 8: Place inner box in cooler.

Step 9: Place lid on cooler.



# Packaging Category A Ambient (cont.)

12

Step 10: Seal outer box with packing tape.

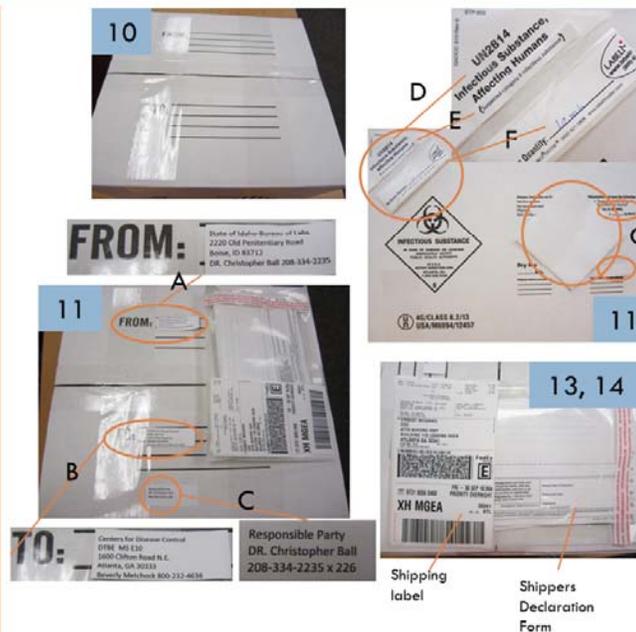
Step 11: Label outer box. Labels can be found in Shipping and Receiving folder.

- Shipper
- Consignee
- Responsible party
- UN 2814 label
- Technical name: (*Suspected Category A Infectious Substance*)
- Quantity: total amount
- White-out label over dry ice identifiers (3 places)

Step 12: Enter shipping information in FedEx standalone system and print shipping label and Shippers Declaration form (see pages 17-28).

Step 13: Remove adhesive and stick envelope pouch on top of box. Adhere shipping label on pouch.

Step 14: Sign Shipper's Declaration form and place 3 copies in the pouch. Place 4<sup>th</sup> copy in the file on the DG shipping table. You may keep the 5<sup>th</sup> copy for your records or throw it away. **Do not seal pouch.**



Shipping label

Shippers Declaration Form

# Packaging Category A with Ice Packs

13

Step 1: Gather shipping materials (InfeKta box and contents, UN2814 labels, white-out label, absorbent material, Responsible Person label).

Step 2: Seal tube with tape or parafilm.

Step 3: Wrap specimen in absorbent sheet.

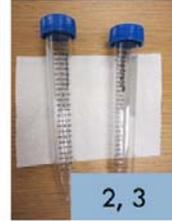
- A 4" x 12" absorbent sheet absorbs 1.5 mL of fluid.
- A blue diaper absorbs 300 mL of fluid.

Step 4: Place in InfeKta Specimen Transport Bag.

Step 5: Label itemized list of contents on Specimen Transport Bag. Labels may be found in Shipping and Receiving folder. List number of primary containers and their capacity and actual amount of sample (e.g., 2 containers, 15 mL capacity, 10 mL total quantity).

Step 6: Place in inner box.

Step 7: Seal inner box with packing tape.



# Packaging Category A with Ice Packs (cont.)

14

Step 8: Open thermalast liner bag in cooler.

Step 9: Place inner box in thermalast liner bag.

Step 10: Place ice pack(s) around inner box. Ice packs are located in Refrigerator 2 in Shipping and Receiving.

Step 11: Fold excess of thermalast liner bag over the inner box. DO NOT SEAL!

Step 12: Place lid on cooler.

Step 13: Seal outer box with packing tape.



# Packaging Category A with Ice Packs (cont.)

15

Step 14: Label outer box. Labels can be found in Shipping and Receiving folder.

- A. Shipper
- B. Consignee
- C. Responsible party
- D. UN 2814 label
- E. Technical name: (*Suspected Category A Infectious Substance*)
- F. Quantity: total amount
- G. White-out label over dry ice identifiers (3 places)

Step 15: Enter shipping information in FedEx system and print shipping label and Shippers Declaration form (see pages 17-28).

Step 16: Remove adhesive and stick envelope pouch on top of box. Adhere shipping label on pouch.

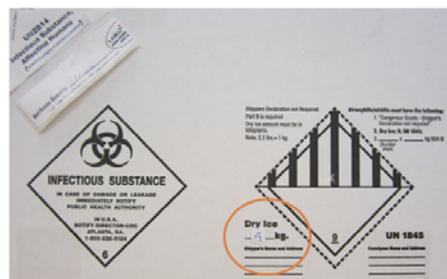
Step 17: Sign Shipper's Declaration form and place 3 copies in the pouch. Place 4<sup>th</sup> copy in the file on the DG shipping table. You may keep the 5<sup>th</sup> copy for your records or throw it away. **Do not seal pouch.**



# Packaging Category A with Dry Ice

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- Follow steps for Packaging Category A with Ice Packs with modifications to Steps 10 and 14.
  - Step 10: Place dry ice around inner box in thermostat liner bag (DO NOT SEAL BAG).
  - Step 14, G: Do not place white-out label over dry ice identifiers.
  - Step 14, G: Write the weight of the dry ice in kg on the outer package.
    - 1 lb = 0.45 kg
    - 2.2 lb = 1 kg



# FedEx Standalone System: Shipping Category A

17

Step 1: Fill out Recipient information, Package and shipment details, and Billing details. Be sure to change the Department notes to **Infectious Substance** and add the applicable PCA.

Note Service type: Category A cannot be shipped FedEx Ground.

Step 2: Click on Options tab.

# FedEx Standalone System: Shipping Category A (cont.)

18

Step 3: Check Dangerous Goods.

# FedEx Standalone System: Shipping Category A (cont.)

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Step 4: Complete Title of signatory, Name of signatory, Place of signatory, and Emergency telephone (ChemTrec, 800-424-9300). The shipper serves as the signatory.

Step 5: Complete Responsible party and telephone (you may use your extension or keep it as 226).

Step 6: Click on 2- Dangerous goods entry tab.



# FedEx Standalone System: Shipping Category A (cont.)

20

Step 7: Select Dangerous goods ID from drop down menu: SUSPECTED CATEGORY A-2814.

Note: If you are shipping dangerous goods with dry ice, you will have 2 dangerous goods entries (see Step 12, p. 22).



# FedEx Standalone System: Shipping Category A (cont.)

21

Step 8: Information will default; check the information and update the *Net quantity/Gross mass* (i.e., quantity of substance, not capacity).

Step 9: Select *Passenger and cargo* as the **Aircraft type**. *Cargo Aircraft Only* would be applicable if the total quantity exceeded 50 g or 50 mL.

Step 10: Select correct description dependent on unit of measure. Click OK on pop up window.

Step 11: Click *Add to shipment*.

The screenshot shows the 'View/Edit Dangerous Goods' window. The 'Dangerous goods ID' is set to 'M. TUBERCULOSIS - 2014'. The 'UN# / I.D.B.' is 'UN 2814'. The '# of packages' is '1' and 'Net quantity/Gross mass' is '30.00 ml'. The 'Type of packing' is 'Iberboard box'. The 'Aircraft type' is 'Passenger and cargo'. The 'Proper shipping name' table is as follows:

Proper shipping name	Class	Sub risk	PG	1 pkg inst	1 max qty	1 pkg inst	1 max qty	2 pkg inst	2 max qty
Infectious substance, affecting humans	6.2			620	999 L	Forbi...		620	999 L
Infectious substance, affecting humans	6.2			620	999 kg	Forbi...		620	999 kg

The 'Add to shipment' button is highlighted in the bottom right corner.

# FedEx Standalone System: Shipping Category A (cont.)

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Step 12: If also shipping dry ice, create an additional entry by selecting *DRY ICE - 1845* from drop down menu. Enter information (# of packages, net quantity). Select unit of measurement under Proper shipping name and click *Add to shipment*.

The screenshot shows the 'View/Edit Dangerous Goods' window. The 'Dangerous goods ID' is set to 'F. COLL - 2014'. The 'UN# / I.D.B.' is 'M. TUBERCULOSIS - 2014'. The '# of packages' is '1' and 'Net quantity/Gross mass' is 'DRY ICE - 1845'. The 'Type of packing' is 'FRANCOSELLA TULARENSIS - 2'. The 'Aircraft type' is 'Passenger and cargo'. The 'Proper shipping name' table is as follows:

Proper shipping name	UN Number	Class	1 pkg inst	Number of Packages	Type of Pkg	Net Quantity	Measurement

The 'Add to shipment' button is highlighted in the bottom right corner.

# FedEx Standalone System: Shipping Category A (cont.)

23

Step 13:  
Check  
*Dangerous goods in shipment* final information.

Step 14: Click *Other* tab.

14

Dangerous goods ID: Select an item...  
UNR/ID#: UN  
# of packages:  
Packing instruction:  
Net quantity/Gross mass: 00 Select an item...  
Technical name:  
Type of packing:  
Percentage: 00 %  
Aircraft type:  
 Passenger and cargo  
 Cargo aircraft only  
Authorization:  
Proper shipping name: Class: Sub risk: PG: 1 pkg inst: 1 max qty: 1 pkg inst: 1 max qty: 2 pkg inst: 2 max qty:  
1 - Passenger and Cargo Aircraft 2 - Cargo Aircraft Only Add to shipment  
Dangerous goods in shipment  
Proper shipping name UN Number Class 1 pkg inst Number of Packages Type of Pkg Net Quantity Measurement  
Infectious substance, all 2814 6.2 620 1 Fiberboard box 30 ml  
Div. 6.1 1845 3 954 1 Fiberboard box 1.5 kg  
Delete Update Clear all  
OK Override preferences Cancel

13

# FedEx Standalone System: Shipping Category A (cont.)

24

Step 15:  
Check *All Packed in One*  
(only check if you are sending a Category A with dry ice).

Step 16: Click *OK*.

15

1 - Other 2 - Dangerous goods entry  
Regulations: IATA  
Title of signatory: Storekeeper  
Name of signatory: Jay A. Conn  
Place of signatory: Bozoe, ID USA  
Emergency telephone: (800) 424-9300 Ext.  
Additional handling:  
All Packed in One  
Packing type of outer container: Fiberboard Box  
 Consignment of All Packed in One  
Number of completed All Packed in One: 000  
 Overpacks used  
 Consignment of Overpacks  
Number of completed Overpacks: 000  
Infectious substance shipment information  
Responsible party: Dr. Christopher Ball  
Responsible party telephone: (208) 334-2235 Ext. 226  
Radioactive information for Overpacked or All Packed in One  
Transport index: Label type:  
Surface reading: 00 mrem/h  
Critically safety index:  
Package dimensions: L xW xH  
OK Override preferences Cancel

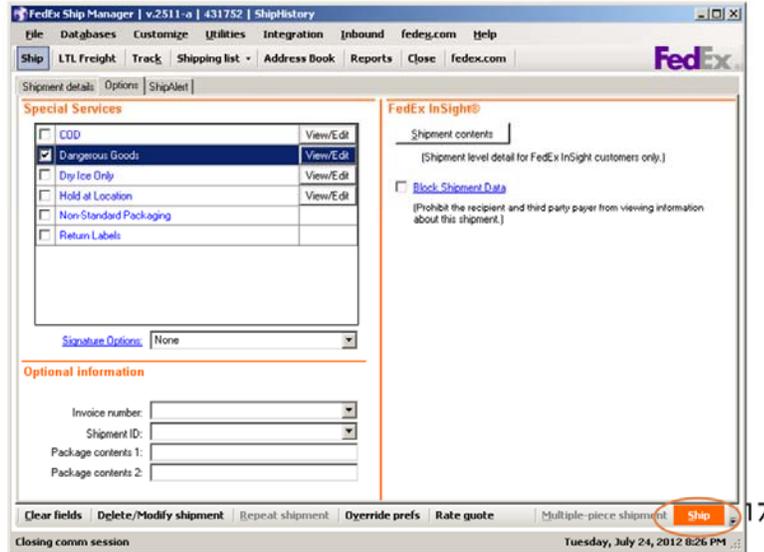
16

# FedEx Standalone System: Shipping Category A (cont.)

25

After you click OK, it will take you back to this screen.

Step 17: Click **Ship** to print label and Shipper's Declaration.



## Shipper's Declaration

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Double check Shipper's Declaration for accuracy.



# Shipper's Declaration (cont.)

27

Check Consignee name and shipping address.

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

Shipper  
SHIPPING  
STATE OF IDAHO BUREAU OF LABS  
2220 OLD PENITENTIARY RD  
BOISE ID 83712 US

Consignee  
Dr. Christopher Ball 2063342235  
Deborah Wiggins  
Zoo Boise  
355 N Julia Davis Dr  
BOISE ID 837021670 US

Two completed and signed copies of this Declaration must be handed to the operator

TRANSPORT DETAILS

This shipment is within the limitations prescribed for: (delete non applicable)

Passenger and Cargo Aircraft

Airport of Departure  
BOISE

Airport of Destination: BOISE 88801A



# Shipper's Declaration (cont.)

28

Check information on Nature and Quantity of Dangerous Goods.

Be sure to sign the form!

Place 3 copies in the pouch on the outer package. Place 4<sup>th</sup> and 5<sup>th</sup> copies for your facility's records.

NATURE AND QUANTITY OF DANGEROUS GOODS

UN Number or Identification Number, proper shipping name, Class or Division (subsidiary risk), packing required information.

UN 2814, Infectious substance, affecting humans (Microbacteria Tuberculosis), 6.2, // 30.00 ml//620

UN 1845, Dry ice(carbon dioxide), 9, // 1.50 kg//954 Suspected Category A Infectious Substance

All Packed In One Fiberboard Box  
Q = 0.0

Name/Title of Signatory  
Jay A. Conn/Storekeeper

Place and Date  
Boise, ID USA 07/24/2012

Signature *J.A. Conn*  
(see warning above) Jay A. Conn

CONTAINS RADIOACTIVE MATERIAL INTENDED FOR USE IN OR INCIDENT TO  
GE IN ACCORDANCE WITH 1.1.4.2.1

