



**Idaho Bureau of Laboratories (IBL)
 Packaging & Shipping Evaluation Checklist for Category B Samples**

Submittal Lab/Contact Name/Phone Number: _____

Sample Description/LIMS #: _____

Date: _____ IBL Evaluator: _____ Was IBL notified prior to shipping? Yes ___ No ___

Materials of Trade (MOT) Exceptions – combination packaging	Compliant	
	YES	NO
OUTER PACKAGE		
• Addressed (Attention to appropriate IBL laboratory)		
• Adequate size and strength for weight, capacity, and intended use		
• Proper shipping name OR common name (e.g., blood, clinical specimen)		
INNER PACKAGE		
• Inner packaging/primary receptacle: must be leak-proof		
• Absorbent material around primary receptacle		
• Sample is NOT a culture (if so, must be packaged as Category B)		
OTHER		
• Biohazard symbol visible for human tissues or body fluids – on inner or outer package		

OR

Category B – triple packaging	<i>Shipped via (circle one) FedEx Courier Other:</i>	Compliant	
		YES	NO
OUTER PACKAGE			
• Acceptable shipping box/bag (e.g., FedEx, Infekta, Saf-T-Pak)			
• Shipper name and address			
• Consignee name and address			
• UN 3373 / Biological Substance, Category B label NOTE: If dry ice is used, UN 1845 / Class 9 label is also required.			
• Orientation arrows on two opposite sides of box if used			
• Adequate size and strength for weight, capacity, and intended use			
INNER PACKAGE			
• Itemized list of contents (e.g., “Biological Substance; Category B UN 3373; 1 x 4 mL; 2 mL total”) between secondary packaging and outer packaging—may be on secondary container or sample submission form			
• Secondary container: Rigid or flexible. Typically, sealable leak-proof bag with biohazard symbol enclosing primary receptacle. NOTE: If using dry ice, container must be pressure-certified: if Infekta, has 95 kPa bag with biohazard symbol; if Saf-T-Pak, has Tyvek envelope with inner clear bag with biohazard symbol			
• Absorbent sheet around primary receptacle			
• Primary receptacle – must be leak-proof NOTE: If a culture, send on slant (petri plate is against IATA regulations)			
• Biohazard symbol on primary or secondary container			

Comments: _____