## How-To Guide: Shipping an Exempt Human or Animal Specimen

**What You Need:**

* Blood or tissue that has little-to-no chance of containing pathogens
* Leak-proof primary container

*If shipping samples with fixatives or other chemicals, additional steps may be required! See page 4 for details.*

* Absorbent material (e.g. paper towels, Chux)
* Leak-proof secondary container (e.g. screw-top can, water-tight bag)
* Sturdy outer container
* Air Waybill
* A certified shipper to assemble package and fill out paperwork

**Instructions:**

1. Place the material to be shipped in a sealed, water-tight primary container. Multiple primary containers can be shipped in one package.
2. Wrap fragile containers to prevent breakage.
3. Place absorbent materials between primary container(s) and secondary container. Absorbent materials must be able to absorb the entire liquid contents of the shipment.
4. Seal the secondary container.
5. Place the secondary container securely within the outer container.
6. Seal the outside container with packing tape or provided seal.
7. Label the outside container with the sender/recipient information and “Exempt Human Specimen” or “Exempt Animal Specimen”.
8. Complete an air waybill for the shipment. Be sure to indicate on the waybill that a dangerous good is not being shipped.
9. Keep the Sender’s Copy of the waybill for at least 375 days. Attach the courier and recipient copies to the package.

**Notes on Coolants:**

* If a specimen shipment needs to be shipped on dry ice, shippers will need to follow the Dry Ice Shipping instructions on page 17.
* Never ship specimens on wet ice (frozen water). Gel packs or dry ice are both acceptable options for shipping temperature-sensitive specimens.