## How-to Guide: Shipping Category B Infectious Substances

**What You Need:**

*For help classifying your biological substance, refer to the flowchart on page 21.*

* 4L or less of a Category B Biological Substance
* Triple-packaging materials (does not need to be UNPOP-certified)
* Absorbent materials
* Itemized Content List
* UN ID 3373 label and Proper Shipping Name label
* Air Waybill
* A certified shipper to assemble package and fill out paperwork

**Instructions:**

1. Place the Category B Biological Substance in a sealed, water-tight primary container. Multiple primary containers can be shipped in one package.
2. Wrap multiple 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 with the absorbent materials and primary container(s) inside.
5. Place itemized contents list between the secondary and outer packaging
6. Place the secondary container securely within the outer container.
7. Seal the outside container with packing tape or provided seal.
8. Label the outside container with the sender/recipient information, emergency contact information and UN 3373, Biological Substance, Category B.
9. Complete an air waybill for the shipment. Be sure to indicate on the waybill that a dangerous good is being shipped and that a declaration form is **not** required.
10. Keep the Sender’s Copies of the waybill for at least 375 days. Attach the courier and recipient copies to the package.

### Packaging, Paperwork, and Labeling Summary:



Certified Shipper- trained within past 2 years

Primary Containers- sealed, watertight

Absorbent- separating containers and adequate to absorb all liquid (2 x 50 ml)

Secondary Container- sealed, watertight

Itemized Content List

Dry Ice and Cushioning Paper- filled to prevent movement when dry ice evaporates (if applicable)

Foam Shipper- lid unsealed to allow venting (if applicable)

Outside container- seal with packing tape

Airway Bill

Labels- see picture below

