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

**What You Need:**

* + 4L or less of a Category A Infectious Substance

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

* + If shipping >50mL, this shipment must go Cargo Only
	+ UNPOP-certified triple-packaging for Hazard Class 6.2
	+ Absorbent materials
	+ Itemized Content List
	+ Hazard Class 6.2 Diamond Label
	+ UN ID 2814 (affecting humans) or 2900 (affecting animals) label
	+ Cargo Only label (if required)
	+ 24-hour emergency phone number (no pagers)
	+ Air Waybill
	+ Shipper’s Declaration Form
	+ 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 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.
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, hazard class diamond, UN ID and proper shipping name.
9. Pathogens that only infect animals: UN 2900, Infectious Substance, Affecting Animals
10. Pathogens that infect humans or humans and other animals: UN2814, Infectious Substance, Affecting Humans
11. If shipping more than 50mL or 50g, label “Cargo Only.”
12. 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** required.
13. Complete a Shipper’s Declaration (make four copies, 3 to go with the package)
14. Keep the Sender’s Copies of the waybill and declaration 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- UNPOP certified

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

Shippers Declaration- 4 copies

Labels- see picture below



