2007
SHIPPING CHECKLIST
Category B Biological Substances (Previously Called Diagnostic/Clinical Specimens) Packing Instruction 650 for UN3373 Material

Shipper’s Declaration for Dangerous Goods - Not Required

Air Waybill
The Air Waybill contains the following information in the “Nature and Quantity of Goods” box (8.2.3) YES NO

1. "Biological Substance Category B"

2. “UN 3373”

3. The name, address, and phone number of a responsible person is provided on the air waybill or on the package.

4. For FedEx, check the box “YES, Shipper’s declaration not required”

Packages and Overpacks

5. Primary receptacle is leak-proof and does not contain more than 1 liter of liquid contents or sift-proof (capable of containing powders) and does not exceed the outer package weight limit of 4 kilograms for solid contents.

6. Primary receptacle(s) packed in secondary package in such a way that under normal conditions they cannot break, be punctured, or leak contents into secondary package.

7. Multiple fragile primary receptacles are wrapped or in some way separated to prevent contact between them.

8. For liquid shipments, absorbent material is placed between the primary receptacle(s) and the secondary package in sufficient quantity to be able to absorb the entire contents of the primary receptacle(s).


10. Secondary package is secured in outer package with suitable cushioning material.

11. Either the primary receptacle or the secondary package is capable of withstanding, without leakage, an internal pressure of 95 kPa between -40°C (-40°F) and +55°C (130°F).

12. The secondary package is contained in a rigid outer package. Package is strong enough to withstand shocks and loading normally encountered during transport.

13. There is an itemized list of contents between the secondary and outer package.

14. The outer package does not contain more than 4 liters of liquid or 4 kilograms of solid material, excluding ice or dry ice.

15. At least one side of the outer package is at least 100mm x 100mm.

16. The completed package must be able to pass the drop test described in IATA regulations section 6.6.1 with a height of not less than 1.2 meters.
Markings

17. The symbol at the right is displayed on an outer surface of the outer package. Each side is at least 50mm, the line width is at least 2mm, and the letters and numbers are at least 6mm high.

18. The proper shipping name, "Biological Substance, Category B" is in letters at least 6mm high and adjacent to the above symbol. (If an overpack is used it must be marked "Overpack" and be marked the same as the outer package.)

Special Handling Requirements

19. Dry ice packing requirements have been met. (See Packing Instruction 904)

20. Ice or dry ice is outside the secondary package, in the outer package, or in an "overpack".

21. Interior supports are provided to secure the secondary package in its original position after the ice or dry ice dissipates.

22. If ice is used, the outer package or "overpack" must be leak-proof.

23. If dry ice is used, the package is designed and constructed to permit the release of carbon dioxide.

24. Both the primary receptacle(s) and the secondary package is capable of maintaining integrity at the temperatures and pressures of the refrigerant used and at resulting temperatures and pressures if refrigerant is lost.

25. All liquid nitrogen has been removed from liquid nitrogen "dry shippers"

26. Dangerous goods in Classes 3, 8, or 9 that are used to maintain the viability of or prevent the degradation of a specimen or to neutralize the hazard of an infectious substance do not exceed 30ml per primary receptacle.

All boxes must be checked yes or N/A (not applicable) before a package is ready for shipping.