Pack your box: PACKING CATEGORY A SPECIMENS

UN2814 CATEGORY A INFECTIOUS SUBSTANCE, AFFECTING HUMANS

SCAN

The following information describes Mayo Clinic Laboratories' methods of packaging and shipping Category A Infectious Substances.

The packaging certified to transport infectious specimens legally and safely is a combination package consisting of inner and outer containers that have passed all tests required by IATA and Department of Transportation (DOT). Mayo Clinic Laboratories provides a certified shipping container, which includes the infectious container kit.

This combination package is certified to transport Category A Infectious Substances only if it is used properly. The box and the inner container by themselves are not considered certified.

LABELING CATEGORY A INFECTIOUS SUBSTANCE SHIPMENTS

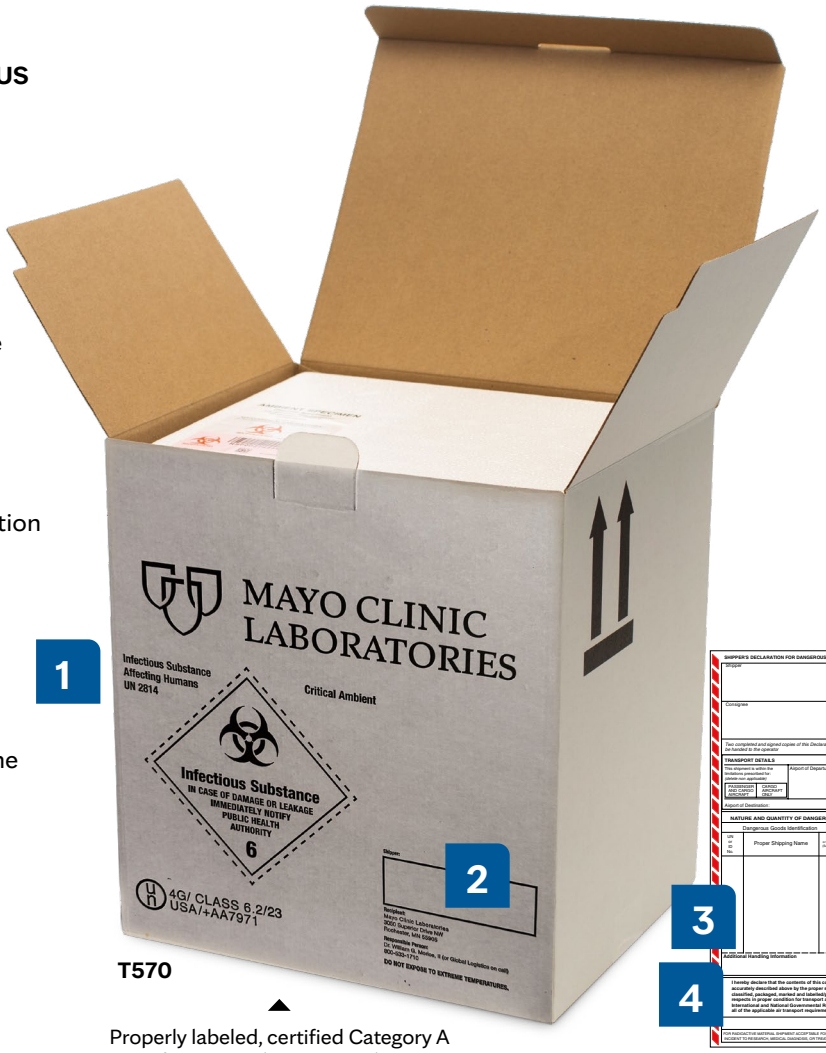
Before shipping a Category A Infectious Substance package, be sure to remember the following:

1 The UN2814 marking must be on all boxes shipped by air and containing Infectious Substance Affecting Humans, Category A.

2 Write or attach sticker with complete shipper information.

3 Complete the Shipper's Declaration document as shown on the following page.

4 Complete four copies of the Shipper's Declaration. Keep one on file for two years and place the other three inside a plastic pouch attached to the box, so the paperwork will arrive safely to the destination.



Properly labeled, certified Category A Infectious Substance package

Shipper's declaration

Pack your box: CLIENT PREPARATION AND SHIPPER'S DECLARATION

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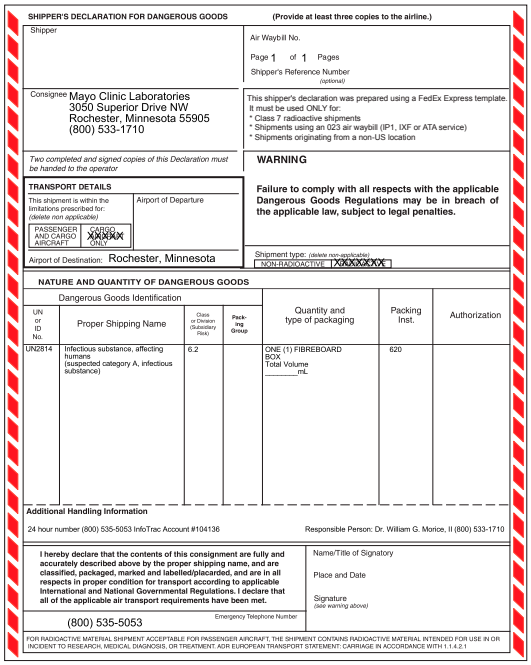
CLIENT PREPARATION

As the shipper, your laboratory is responsible for determining whether a specimen is Category A or Category B. Couriers do not make this determination but must recognize and appropriately handle packages labeled UN2814 – Infectious Substance Affecting Humans.

The client is required to prepare the specimen and package the Category A shipping box according to the packaging procedures outlined on the following page.

PACKAGING CATEGORY A REMINDERS

- It's important to never mix Category A and Category B shipments in the same box, as they have different packaging and transit requirements.
- Shipping a Category A infectious box requires completing a Shipper's Declaration Form as well as a FedEx air waybill.
- FedEx is the only approved carrier for shipping Category A infectious specimens.



SHIPPER'S DECLARATION FOR DANGEROUS GOODS (Provide at least three copies to the airline.)

Shipper

Air Waybill No.

Page 1 of 1 Pages

Shipper's Reference Number (optional)

Consignee Mayo Clinic Laboratories
3050 Superior Drive NW
Rochester, Minnesota 55905
(800) 533-1710

This shipper's declaration was prepared using a FedEx Express template.
It must be used ONLY for:
* Class 7 radioactive shipments
* Shipments using an 023 air waybill (IP1, IXF or ATA service)
* Shipments originating from a non-US location

Two completed and signed copies of this Declaration must be handed to the operator

WARNING

Failure to comply with all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.

TRANSPORT DETAILS

This shipment is within the limitations prescribed for: *(delete non applicable)*

PASSENGER AND CARGO AIRCRAFT | CARGO AIRCRAFT ONLY XXXXX

Airport of Departure

Airport of Destination: Rochester, Minnesota

Shipment type: *(delete non-applicable)*
NON-RADIOACTIVE XXXXXXX

NATURE AND QUANTITY OF DANGEROUS GOODS

Dangerous Goods Identification				Quantity and type of packaging	Packing Inst.	Authorization
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Risk)	Packing Group			
UN2814	Infectious substance, affecting humans (suspected category A, infectious substance)	6.2		ONE (1) FIBREBOARD BOX Total Volume _____ mL	620	

Additional Handling Information

24 hour number (800) 535-5053 InfoTrac Account #104136

Responsible Person: Dr. William G. Morice, II (800) 533-1710

I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable International and National Governmental Regulations. I declare that all of the applicable air transport requirements have been met.

Name/Title of Signatory

Place and Date

Signature *(see warning above)*

(800) 535-5053 Emergency Telephone Number

FOR RADIOACTIVE MATERIAL SHIPMENT ACCEPTABLE FOR PASSENGER AIRCRAFT, THE SHIPMENT CONTAINS RADIOACTIVE MATERIAL INTENDED FOR USE IN OR INCIDENT TO RESEARCH, MEDICAL DIAGNOSIS, OR TREATMENT. ADR EUROPEAN TRANSPORT STATEMENT: CARRIAGE IN ACCORDANCE WITH 1.1.4.2.1

WHAT YOU NEED TO COMPLETE THE SHIPPER'S DECLARATION

- Shipper's Declaration Form (PDF or Word version).
- Adobe Acrobat Reader (for PDF) or Microsoft Word (for Word).

1 Shipper: Open the Form

- Open the PDF with Adobe Acrobat Reader (free from Adobe.com), or Open the Word version with Microsoft Word.

2 Save a blank copy of PDF or Word

- **PDF:** For future use (completed forms can't be saved).
- **Word:** Can save completed forms as needed.

3 Fill out the form: Use the TAB key to move between fields. Complete each section as follows:

- **Shipper:** Enter full name and address.
- **Air Waybill Number:** Enter the Air Waybill number.
- **Page of Pages:** Indicate page number (e.g., "Page 1 of 1 Pages").
- **Shipper's Reference Number:** Optional, for internal reference.
- **Consignee:** Mayo Clinic Laboratories, 3050 Superior Dr NW, Rochester, MN 55905
- **Transport Details**: Use an "**X**" to block out either:
  - "Passenger and Cargo Aircraft" (if only cargo aircraft allowed).
  - "Cargo Aircraft Only" (if both passenger and cargo aircraft are allowed).
- **Airport of Departure/Destination:** Optional, may be left blank.
- **Shipment Type:** Use an "X" to block out either:
  - "NON-RADIOACTIVE" (if shipment is not radioactive material).
  - "RADIOACTIVE" (if shipment contains radioactive material).
- **Nature and Quantity of Dangerous Goods:**
  - **Enter details as per IATA 8.1.6.9:** Start with UN or ID Number. Use the SPACE BAR to move across columns. If text overflows, use ENTER to continue on a new line.
- **Additional Handling Information:** see IATA 8.1.6.11.
- **Emergency Telephone Number:** Required for all dangerous goods shipments to, from, within, or through the U.S.
- **Name of Signatory:** Enter the name of the person signing.
- **Date:** Enter the date and location of signing.

4 Print and Sign: Handwritten signature required (per IATA 8.1.4.1).

- Exception: Typed signature is allowed only if both origin and destination are within the U.S. or its territories.

5 Submit Copies: Provide at least 3 signed copies to FedEx. All completed forms must have red hatchings on the sides.

- If shipping multiple outer packages or overpacks:
  - Attach one extra black and white copy of the declaration to each.

Important notes: Complete four copies of the Shipper's Declaration. Keep one on file for two years and place the other three inside a plastic pouch attached to the box, so the paperwork will arrive safely at the destination. The Shipper's Declaration for Category A needs to be typed and not handwritten. Because Category A shipments are high-risk, any ambiguity in the documentation can lead to the shipment being rejected, delayed, or posing a safety hazard during transit.

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All Category A specimens must be packaged by the client. Couriers are not able to pack these packages on your behalf.

1 Choose the Category A Infectious Substance shipping box.

2 Place **one** room-temperature gel pack flat on the bottom of the Styrofoam transportation cooler (Styro).

3 Position four additional room-temperature gel packs up against the four sides of the Styro, creating a loading area for the specimen.

4 Package the specimen in the infectious container.

- Place specimen in a clear ziplock bag with absorbent sheet; seal. (One specimen per bag.)
- Place sealed specimen bag in bubble wrap bag, remove strip, and seal.
- Insert into transport container; tighten cap. (Max 2 bubble wrapped specimens.)

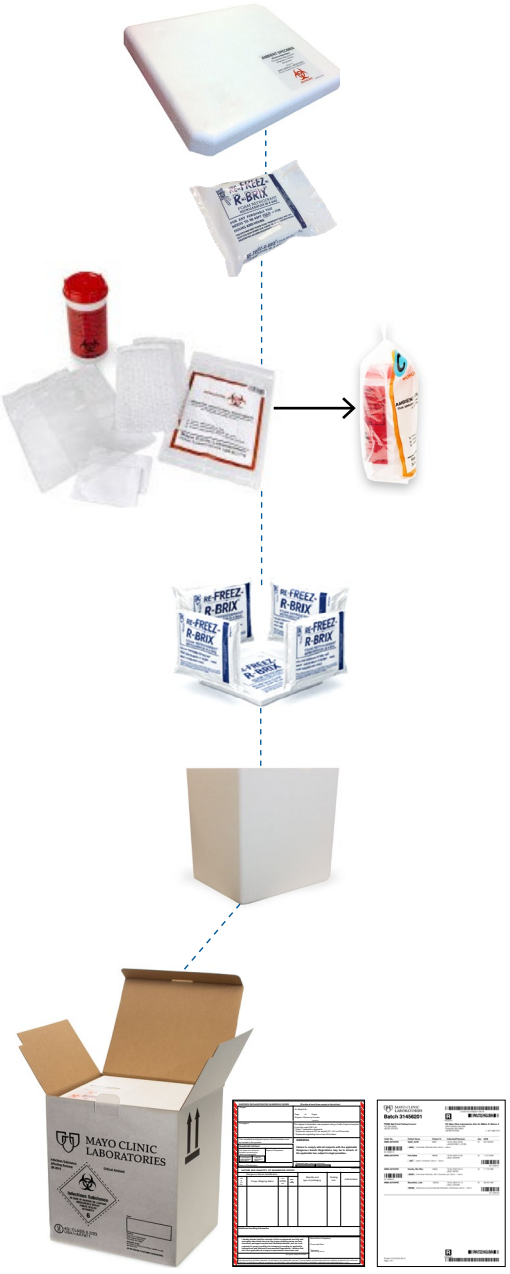
5 Place infectious container into the routine ambient bag that is included with the container.

6 Insert specimen paperwork in the outer pocket of the biohazard bag (do not place inside with the specimen).

7 Place bagged container in loading area and place the sixth ambient cool pack on top, such that it is surrounded by ambient cool packs.

8 Replace the Styro lid and seal the box per instructions printed on the top inner flap of the box.

9 Complete the Shipper's Declaration and use a FedEx air waybill to ship overnight to Mayo Clinic Laboratories.



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Important note:

- If you have a Mayo-provided courier, print an extra copy of the test request form or batch sheet and place it with the box for them to scan at pickup.