Shipper Responsibilities
Your test send-out area is considered the “shipper” when you send specimens to a reference laboratory. Therefore, your send-out area must understand and follow regulations for shipping infectious substances affecting humans.

It is the responsibility of the “shipper” to ensure correct identification, classification, packaging, labeling, marking, and documentation for all shipments of infectious substances. The first step is to get the staff trained on how to ship dangerous goods:
https://news.mayocliniclabs.com/2019/06/26/dangerous-goods-training/

Two Categories of Specimens
IATA and ICAO have established two categories of specimens, Category A and Category B. Both specimen types require specific packaging and handling procedures designed to protect anyone who comes in contact with the package. The shipper (your send-out staff) must decide in which category specimens belong.

IATA Infectious Substances Classification

If the test you are sending to Mayo Clinic Laboratories includes one of the pathogens listed in IATA Infectious Substances Classification, it should presumptively be considered Category A infectious. Of course, medical knowledge can override generalities. Some specimens may not be capable of transmitting disease. The judgment of your medical director should prevail.

Category A Packaging – Supplies needed:
T146 - 2 bubble bag, 1 pop can and 1 ambient biohazard bag
T570 – 1 infectious shipper container and 6 cold packs

*** Category A shipments require Shipper’s Declaration***

Category B Packaging
If the culture being sent is not listed by IATA as a Category A infectious substance, then it can legally be sent as a “Biological Substance, Category B,” eliminating the need to prepare a Shipper’s Declaration for Dangerous Goods or to use a UN-certified container with the Class 6 hazard label.
Category B Packaging – Supplies needed:
T146  -  2 bubble bag, 1 pop can and 1 ambient biohazard bag
T329  -  5 lb Ambient/Refrigerate box or
T362 - 10 lb Ambient/Refrigerate box

Affixing the C Label
Mayo Clinic Laboratories’ policy is to treat all actively growing cultures with extra care. To alert the send-out laboratory, the courier, and the receiving laboratory that the box contains a culture, these containers must each have affixed to them a blue C Label (T549):
• Specimen bag
• Styrofoam lid
• Shipping box

Affix a blue “C” label to each specimen bag containing any culture, whether that culture is classified as Category A or as Category B. If you do not have a Mayo Clinic Laboratories’ courier who picks up and ships your specimens for you, affix blue “C” labels to the Styrofoam lid and to the outside of the box as well.

Be sure to complete every label and document correctly.

Contact Us
Mayo Clinic Laboratories Global Logistics
800-533-1710
507-266-5700
Fax: 507-284-1790
mclgloballogistics@mayo.edu
Shipper’s Declaration for Dangerous Goods – Example

The shipper (either you or the courier) must fill out a Shipper’s Declaration for Dangerous Goods for any Category A infectious substance.

![Image of Shipper’s Declaration for Dangerous Goods]

This shipment is within the limitations prescribed for:

- Infectious substance, affecting humans (Suspected Category A, Infectious Substance)

<table>
<thead>
<tr>
<th>UN or ID No.</th>
<th>Proper Shipping Name</th>
<th>Class or Division (Subsidiary Risk)</th>
<th>Packing Group</th>
<th>Quantity and type of packaging</th>
<th>Packing Inst.</th>
<th>Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>UN2814</td>
<td>ONE (1) FIBREBOARD BOX</td>
<td>6.2</td>
<td>620</td>
<td>Total Volume: __________ mL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Handling Information

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

Responsible Person: Thomas Griffin (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 labeled/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 (A typed signature may be used if the origin and destination are in the United States or its territories.)

InfoTrac Account #104136
(800) 535-5053 Emergency Telephone Number