

## Shipping Checklist for Category A

Shipper Name: \_\_\_\_\_ Carrier Name: \_\_\_\_\_ Date: \_\_\_\_\_

General Requirements	OK?
Have you completed both the REHS IATA Category B (UN3373, etc.) <b>and</b> IATA Category A infectious substances (UN2814 and UN2900) shipping trainings in the past 24 months? If you are not sure, log into MyREHS ( <a href="http://myrehs.rutgers.edu">http://myrehs.rutgers.edu</a> ) with your NetID and click the “My Training Records” button at the top of the screen.	
Have you properly identified and classified the materials you are shipping? Note: It is illegal to ship a material as Category A if you know that it is not Category A. Therefore, you must not “over-classify”.	
If any other hazardous materials are present aside from the Category A material and dry ice, did you contact REHS (email: <a href="mailto:shipping@rutgers.edu">shipping@rutgers.edu</a> ) for assistance with this shipment?	
If shipping Category B items in the same box, have you consulted with REHS to ensure that your paperwork is correct? Note: The Category B items must be listed separately on the Shipper’s Declaration.	
<b>(All Shipments)</b> Have you sent copies of your Shipper’s Declaration and associated documents to REHS (email: <a href="mailto:biosafety@rutgers.edu">biosafety@rutgers.edu</a> ) to be reviewed and approved <b>prior to shipping</b> the Category A package? Please provide at least 48 hours advanced notice. (REHS phone numbers: 848-445-2550 or 973-972-4812).	
Have you contacted the R.U. Sponsored Research Agreements group ( <a href="https://research.rutgers.edu/staff-directory/all?field_staff_directory_unit=1116">https://research.rutgers.edu/staff-directory/all?field_staff_directory_unit=1116</a> ) to ask if a Materials Transfer Agreement (MTA) is needed?	
(For international) Have you received approval for this shipment from the Export Control Unit (848-932-4528, <a href="https://research.rutgers.edu/researcher-support/research-compliance/export-control/export-control-shipping-approval">https://research.rutgers.edu/researcher-support/research-compliance/export-control/export-control-shipping-approval</a> )?	
Exterior Packaging	
Are you using an approved Class 6.2 (infectious substance) shipping kit with all original components and the Class 6.2 package testing approval numbers stamped on the box? Note: new kits must be used for each shipment. Minor dents and cosmetic damage to the outer box can cause package rejections and DOT violations/fines. ** Note: cardboard Category A shipping boxes and kits <b>cannot</b> be re-used.	
Is the box of adequate strength with at least one surface having minimum dimensions of 100 x 100 mm (4 x 4 in)?	
Is the box in good condition (structurally sound, free of water damage, rips, tears and major dents)?	
Are the shipper and consignee (recipient) names and addresses legible, complete, and clearly visible?	
Is a Class 6.2 Infectious Substance label affixed to the box?	
Are all hazardous material labels (e.g., infectious substance and dry ice labels) affixed to the same side of the box and not overlapping or wrapped around the corners?	
Is the net volume or quantity of each dangerous good marked on the outside of the box?	
Is the UN number (either “UN2814” or “UN2900”) marked on the label (or box) and oriented properly?	
Is the proper shipping name (either “UN2814 Infectious Substance, Affecting Humans” <b>or</b> “UN2900 Infectious Substance, Affecting Animals”) marked on the label (or box)?	
Is the name and phone number ( <b>cell / mobile</b> ) of the “Responsible Person” marked on the outside of the box?	
(For liquids) Are orientation arrows affixed on two opposing sides of the box?	
(For >50g or >50mL of pathogen) Did you affix the “ <u>Cargo Aircraft Only</u> ” label? Contact REHS if you need this label.	
Inner Packaging	
Did you use leak-proof primary receptacles?	
Did you use the 95kPa rated leak-proof secondary receptacle that came with your Class 6.2 shipping kit?	
Is a biohazard symbol affixed to one of the inner packagings?	
Did you enclose an itemized list of contents between the secondary packaging and outer box (the list should include the type of material, number of vials/containers, and weight/volume per container)?	

(For liquids) Did you use screw cap tubes and seal the primary receptacle with <b>parafilm or tape</b> ?	
(For liquids) Is absorbent material (enough to absorb entire contents of shipment) placed between the primary and secondary packagings?	
<b>Shipper's Declaration</b>	
Is the Shipper's Declaration computer-generated (not hand written)?	
(For FedEx Shipments) Did you use one of the FedEx-approved error-checking software programs to create the Shipper's Declaration of Dangerous Goods?	
Are the shipper and consignee (recipient) names and addresses legible, complete, and clearly visible? And do they match the ones on the outer box?	
In the transport details section, is the correct aircraft crossed out? (Only quantities ≤50 mL or ≤50g can go by passenger aircraft. Quantities >50 mL or >50g, must go by cargo aircraft.)	
In the shipment type section, is RADIOACTIVE crossed out?	
In the nature and quantity section, did you enter the UN number, proper shipping name, Division 6.2, the technical name of the infectious material, the quantity of infectious material, and packing instructions number (620)? <i>For example: UN2814, Infectious Substance, Affecting Humans (Mycobacterium tuberculosis), 6.2, 30x1mL vials, all packed in one fibreboard box, 620</i>	
In the additional handling information section, did you include the following? 1. The words "Responsible Person" and his/her full name and phone number ( <b>cell / mobile, not lab phone</b> ). 2. One of the following statements: (Within USA) "24-hour Emergency Contact Number: VelocityEHS, 1-800-255-3924, contract #MIS0004460". <b>or</b> (International) "24-hour Emergency Contact Number: VelocityEHS, +01-813-248-0585, contract #MIS0004460". <b>* You must include the company name, contract number, and applicable phone number.</b>	
Did you sign the Shipper's Declaration and include your printed name, the date, your location and your job title?	
Have you included 3 copies of the Shipper's Declaration of Dangerous Goods (color copies with red hatch marks), each signed in ink by the shipper?	
Does the air waybill number match the one that you entered on your Shipper's Declaration? Warning: Each air waybill has a unique number so if you make a mistake and start a new one, you must print new copies of the Shipper's Declaration.	
<b>Other Paperwork/Documentation</b>	
(For paper air waybills) Did you mark the appropriate check box to indicate the presence of dangerous goods (e.g., "Yes, per attached shipper's declaration")? And mark the dry ice box (if applicable)?	
(For electronic waybills/ shipping labels): If the shipping company's website is not allowing you to indicate that your shipment contains dangerous goods (or dry ice), contact your account representative with the company. When you print the barcoded shipping label, it should include wording such as "Dangerous Goods as per attached DGD".	
Did you request that the recipient sign for the delivery (e.g., "Direct Signature" option)? Dangerous goods cannot be left unattended at the delivery location so the recipient must sign for the package.	
If permits are required (e.g., CDC, USDA, foreign agency), are copies included on the outside of the package?	
(For international) Did you include a commercial invoice on the outside of the package (e.g., with shipping papers)?	
<b>(All shipments)</b> Did you notify the VelocityEHS 24-hour emergency response service by completing the following online form: <a href="https://halfife.rutgers.edu/forms/umd_shipping.php">https://halfife.rutgers.edu/forms/umd_shipping.php</a> ?	
<b>(All shipments)</b> Did you submit a transfer form in MyREHS or at <a href="https://halfife.rutgers.edu/bsl3/transfer_form.php">https://halfife.rutgers.edu/bsl3/transfer_form.php</a>	
<b>** Remember to keep copies of all shipping paperwork for at least 2 years.</b>	

For shipping related questions and concerns, please contact REHS (email: [shipping@rutgers.edu](mailto:shipping@rutgers.edu), phone: 848-445-2550 or 973-972-4812).