



Preparing Dangerous Goods For Shipping

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SECTION 1 INTRODUCTION

1.1 Purpose

The purpose of this document is to set forth standard guidelines for preparing dangerous goods for shipping. Regulations of Cornell University as well as DOH must be adhered to. In addition, persons shipping must hold a current DOT Hazardous Materials IATA General Awareness Training Certificate.

1.2 Scope

This SOP applies to the Food Safety Lab, including the Laboratory for Food Microbiology and Pathogenesis of Foodborne Diseases.

1.3 Definitions

DOT- Department of Transportation

IATA- International Air Transport Association

UN 3373: Biological Substance Category B- Part of Hazard Class 6.2. Substances that are infectious, but do not meet the criteria for inclusion in Category A.

Includes patient specimens of substances in this Category.

1.4 Safety

Appropriate protective measures need to be taken when working with bacterial pathogens. All waste from these experiments needs to be treated as BSL-2 waste.

SECTION 2 MATERIALS

- FedEx USA Airbill or FedEx Expanded Service International Air Waybill
- Tri-pack containers
- Commercial Invoice (for international shipping)
- Appropriate signage/labels

SECTION 3 PROCEDURES

3.1 *FedEx USA Airbill for domestic shipments:*

Box 1 & 3: Fill out the date, our FedEx account # (1057-3496-4), and the appropriate addresses, including phone #'s, for the sender and the recipient.

Box 2: If we are paying for shipping, our internal account number goes in this box. See Martin for an account number.

Box 4: Generally, we use "FedEx Standard Overnight".

Box 5: "Other" Packaging

Box 6: "Yes, Shippers declaration not required"

Box 7: Check with Martin to determine who is to be billed. Write in the number of packages being sent & assign \$1 as the "Total Declared Value".

3.2 *FedEx Expanded Service International Air Waybill for international shipments:*

Box 1 & 2: Fill out the date, our FedEx account # (1057-3496-4), and the appropriate addresses, including phone #'s, for the sender and the recipient.

Box 3: Specify the contents of the package. (Example for shipping DNA: 'Non-pathogenic/ non-hazardous to humans, animals, or plants. For research purposes only. No commercial value')

Assign the package a dollar amount and check if under \$2500 value.

Box 4a: n/A

Box 4b: Typically we ship international packages as International Priority Freight

Box 5: Other

Box 6: No special handling

Box 7a&b: Check with Martin to determine who is to be billed.

Box 8: If we are paying for shipping, our internal account number goes in this box. See Martin for an account number.

Box 9: Signature required

3.3 Packaging

All packages must adhere to DOT & IATA guidelines for tri-pack.

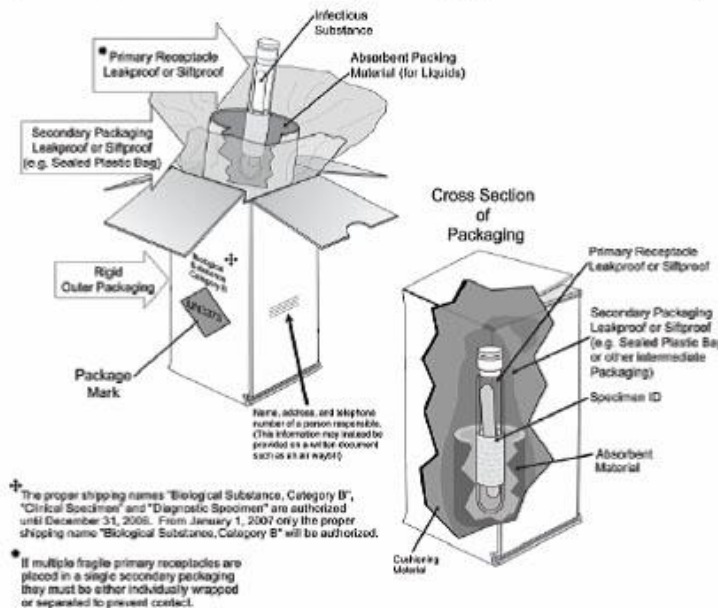
EHS Website:

“Triple packaging, watertight/ siftproof 10 & 20 containers capable of withstanding internal pressure of 95 kPa, absorbent, itemized list of contents, rigid outer packaging capable of passing 1.2 m drop test.”

“Maximum of 1 L or 4 kg for 10 container, and 4 L or 4 kg for outer packaging. Indicate material on Air Waybill. No Shipper’s Declaration is required. Cultures of Category B substances may be shipped as UN3373, or as UN 2814 or UN2900. Professional judgment required.”

Refer to the diagrams below for tri-pack policy:

ANNEX 5
Example of Packing and Marking for Category B Infectious Substances
(See Packing Instruction 650 for additional requirements; e.g. pressure differential and drop test)



Note: 1-At least one surface of the outer packaging must have a minimum dimension of 100 mm X 100 mm

Note: 2-The primary receptacle or the secondary packaging must be capable of withstanding without leakage an internal pressure producing a pressure differential of not less than 95 KPa

3.2 *Box Signage/Labeling*

UN3373 Biological Category B must appear on the box.

FedEx Airbill or Waybill

Emergency ChemTrec number for domestic or international

Three copies of Commercial Invoice if it is an international package

If there is a box in a box, the outside must be labeled with 'overpack'

'Up' arrows must present on two sides of the outside of the box

SECTION 4 TROUBLESHOOTING

If you have any questions about shipping biological materials, please ask Emily or Sherry.

SECTION 5 REFERENCES

<http://sp.ehs.cornell.edu/lab-research-safety/research-safety/hazardous-materials-shipment/Pages/default.aspx>