



Checklist for Packaging and Shipping Diagnostic Specimens 19 MAR 2020

DOT Regulation 49 CFR Part 173.199 and USPS, 39 CFR part 111 (Domestic Mail Manual 601 Mailability, Section 10.7.4) for Biological Substances, Category B have harmonized. These substances, if shipped by USPS, must be sent as First Class, Priority, or Express Mail. Other shippers such as the Metro Courier, FedEx, UPS, etc. may also be used. Use DOT regulations for surface, and vessel transport (e.g. courier), and IATA regulations for air transport (e.g. FedEx).

Primary Receptacle (Responsibility of Agency)

- The primary receptacle must be leakproof with a volumetric capacity of not more than 1 L (34 oz), or siftproof (e.g., designed so that loose powder cannot sift out during transit) with a capacity of not more than 4kg (8.8 lbs).
- Specimen containers must be sealed (it is recommended that sturdy tape or parafilm be used if vacutainer seal has been broken or if a screw cap tube is being used), watertight, and cushioned.
- Either the primary receptacle or the secondary container must be capable of withstanding a minimum of 95 kPa (14psi) of pressure and temperatures in the range of -40° F to 131° F.

Secondary Container (Responsibility of Agency)

- Must be leakproof and siftproof.
- Adequate absorbent material must be placed between the secondary and primary container in case of leakage. There must be enough absorbent material to absorb the entire contents of the primary receptacle(s).
- Add additional cushioning material inside of secondary container to ensure the primary receptacle does not break.
- An itemized list of contents or test requisition should be placed outside of the secondary packaging.
- An International Biohazard symbol is required by IATA.
- Either the primary receptacle or the secondary container must be capable of withstanding a minimum of 95 kPa (14psi) of pressure and temperatures in the range of -40° F to 131° F.
- An itemized list of contents must be enclosed between the secondary container packaging and the outer packaging.

Outer Package (Responsibility of Agency)

- Outer package for liquid specimens should not exceed 4L capacity. Outer package for dry specimens should not exceed 4kg (8.8 lbs) capacity; examples include coolers or other similarly non-porous container.
- Customer will place the test requisition or itemized list between secondary container and outer packages and cushioning to prevent movement of secondary container.
- Attach a UN3373, Biological Substances Category B label to the outside of the outer package (see next page).
- Complete the names, addresses and phone numbers of the shipper and consignee.
- Addresses must be placed on the same side of package as UN3373 when package size is adequate.

Further information may be found at

<https://www.iata.org/contentassets/b08040a138dc4442a4f066e6fb99fe2a/dgr-61-en-pi650.pdf>



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Transportation Container / Overpack Container (Responsibility of CAP Aircrews or Ground Teams)

- Prior to use, the transportation container will be sanitized inside and out with a 10-to-1 bleach solution (i.e., 10 parts water to 1 part bleach) wearing disposable gloves and using paper towels to wipe the container dry. Put used paper towels in a trash bag, safely remove gloves (see Attachment one) and place them in trash bag. Dispose of the trash bag as normal (no biohazard considerations should be necessary as the container has not been used yet).
 - Suitable transportation containers will be non-porous, leak-proof, metal or plastic allowing for ease of cleaning like a plastic tote or cooler.
 - This transportation container cannot be used for storage of anything else or for other purposes in the future.
- Attach a UN3373, Biological Substances Category B label to the outside of the CAP Transportation Container (See Attachment Two).
- Transportation Container will only be touched by a CAP member. That CAP member will only touch that container with disposable rubber gloves.
- Customer will place the package inside the CAP Transportation Container without touching the CAP Transportation Container. CAP members will close the CAP Transportation Container.
- Secure the Transportation Container / Overpack Container in the fashion as mobile cargo.
- Upon delivery of the cargo, the CAP member will don gloves, open the Transportation Container / Overpack Container, place the container on a surface, and allow the recipient to remove the lab cargo package.
- After delivery, sanitize the transportation container inside and out with a 10-to-1 bleach solution (i.e., 10 parts water to 1 part bleach) wearing disposable gloves and using paper towels. Put used paper towels in trash bag, safely remove gloves) and place in trash bag. Dispose of the trash bag normally (no biohazard considerations are necessary unless there was blood, bodily fluids, or some other contaminant spillage which is unlikely).
- Wash hands for 20 seconds when this task is complete or use hand sanitizer if hand washing is not available. Personnel should wash their hands at the next opportunity and avoid touching their face, eating or drinking until they have washed their hands.

Crew Considerations (Responsibility of CAP Incident Commander)

- Consider limiting any potential risk by only assigning a single pilot or a single vehicle driver to each transportation sortie.
- If operations are at night or near the end of a long duty day, multiple crew or team members are allowed for safety.
- Consider the age and any other risk factors (asthma, other health considerations) of the personnel assigned.



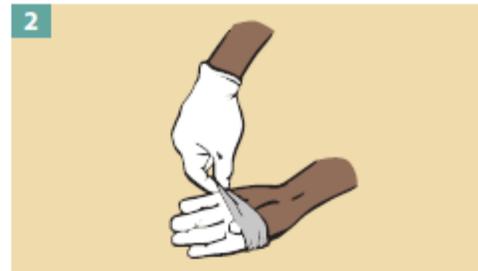
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Attachment One - How to Remove Gloves

To protect yourself, use the following steps to take off gloves:



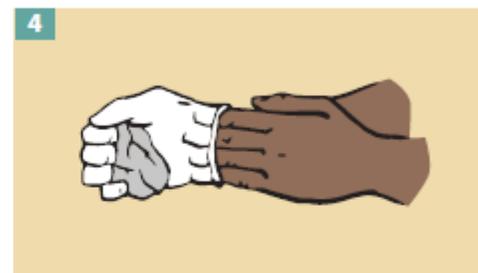
Grasp the outside of one glove at the wrist.
Do not touch your bare skin.



Peel the glove away from your body,
pulling it inside out.



Hold the glove you just removed in
your gloved hand.



Peel off the second glove by putting your fingers
inside the glove at the top of your wrist.



Turn the second glove inside out while pulling
it away from your body, leaving the first glove
inside the second.



Dispose of the gloves safely. Do not reuse the gloves.



Clean your hands immediately after removing gloves.



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Attachment Two - UN3373, Biological Substances Category B Label (must be on a contrasting background)

