



**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**

For a list of Category A infectious substances, see Infectious Substances Classification at <https://www.iata.org/whatwedo/cargo/dgr/Documents/infectious-substance-classification-DGR56-en.pdf>.

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

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# 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.

SHIPPER'S DECLARATION FOR DANGEROUS GOODS				(Provide at least three copies to the airline.)		
<b>Shipper</b>  				<b>Air Waybill No.</b>  Page 1 of 1 Pages Shipper's Reference Number <i>(optional)</i>		
<b>Consignee</b> Mayo Clinic Laboratories Attn: Thomas Griffin 3050 Superior Drive NW Rochester, Minnesota 55901 (800) 533-1710				 <b>MAYO CLINIC LABORATORIES</b>		
Two completed and signed copies of this Declaration must be handed to the operator				<b>WARNING</b>  Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.		
<b>TRANSPORT DETAILS</b>						
This shipment is within the limitations prescribed for: <i>(delete non applicable)</i>		Airport of Departure				
PASSENGER AND CARGO AIRCRAFT						
Airport of Destination: <b>Rochester, Minnesota</b>				Shipment type: <i>(delete non-applicable)</i> <input type="checkbox"/> NON-RADIOACTIVE		
NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification						
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Risk)	Pack-ing Group	Quantity and type of packaging	Packing Inst.	Authorization
UN2814	Infectious substance, affecting humans (Suspected Category A, Infectious Substance)	6.2		ONE (1) FIBREBOARD BOX Total Volume  _____ mL	620	
<b>Additional Handling Information</b> 24 hour number (800) 535-5053    InfoTrac Account #104136						
<b>Responsible Person: Thomas Griffin (800) 533-1710</b>						
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 [A typed signature may be used if the origin and destination are in the United States or its territories.] <i>(see warning above)</i>		
InfoTrac Account # 104136 (800) 535-5053    Emergency Telephone Number						