

Checklist for Shipping Category A (FedEx Only) Lincoln/Greater Nebraska Sentinel Laboratories

An organism classified as Category A to be transported outside of NPHL requires the following guidelines:

1. Locate white NPHL shipping system with UN2814 label (see above Supplies & Equipment).
2. The organism to be shipped is transferred to a primary container using standard laboratory protocol and must be performed in a biological safety cabinet. The primary container must be leak proof and sealed with tape or parafilm. It is highly recommended tube media be used as the primary container. If time does not permit subculture to tube media, please call NPHL on contact page.
3. Label primary container with at least 2 patient identifiers, date and the name of the contents.
4. Place primary container and adsorbent in biohazard bag. NPHL provides sufficient absorbent for one primary container. If multiple primary containers are used, add additional adsorbent.
5. Expel all air and seal.
6. Wrap primary container/biohazard bag snugly in piece of bubble wrap included in system. Multiple primary containers must be wrapped to prevent contact between them.
7. Place biohazard bag/bubble wrap in the round secondary vessel. Use sufficient bubble wrap to keep the inner contents from shifting. **DO NOT PLACE DRY ICE INSIDE SECONDARY VESSEL.**
8. Thread lid onto the vessel and close tightly.
9. Place vessel into the outer box with Fibreboard Coil.
10. Place completed NPHL Special Microbiology Requisition between the vessel and outer container. This serves as the list of contents.
11. At this point, it is strongly suggested the Responsible Person (supervisor) or other certified shipper evaluate package to confirm it is correctly packaged.
12. Seal box using clear tape.
13. **OUTER BOX LABEL** - Manually complete the following lines on pre-printed label on outer box:
 - a. "Shipper" - **Responsible person certified to ship Category A**
 - b. "24 hr Emergency Phone Number" - **Responsible person MUST have immediate access to phone number given during entire duration of shipment (approximately 24 hours) and must have knowledge of the contents of the shipper. Pager numbers/answering machines not acceptable.**
 - c. Do NOT enter quantity on outside of box (as it will be reused).

14. **FedEx AIR WAYBILL** - Complete Airbill preprinted by NPHL:

- a. Box 1 "From" including ship date, shipper's name, company, address, city, state and zip.

- i. **MUST have immediate access to phone number given during entire duration of shipment (approximately 24 hours) and must have knowledge of the contents of the shipper. Pager numbers not acceptable.**
 - ii. Sender's FedEx Number – leave blank
- b. Box 2 – confirm NPHL Billing Reference number begins with 33-5301-3476
- c. Box 3 – confirm shipment is going to the following updated address (cross out old address and write above the line; address on box, airbill and shippers declaration **MUST** match):
 - Name – Client Services
 - Company – Nebraska Public Health Laboratory (**Do NOT ship to other recipients**)
 - Address – Medical Science Bldg (MSB) 3500
 - Address – 4400 Emile Street
 - City – Omaha
 - Country - USA
 - Providence/State – Nebraska
 - Postal Zip – 68105
 - Telephone (800) 334-0459
- d. Box 4a – confirm check on FedEx Priority Overnight.
- e. Box 4b – leave blank
- f. Box 5 – confirm “Other” packaging is checked.
- g. Box 6 – confirm SATURDAY Delivery is checked if shipping on Friday
- h. Box 6 – confirm “Does this shipment contain dangerous goods? Yes – As per attached Shipper’s Declaration” is checked
- i. Box 7 –
 - i. confirm Bill to: Recipient is checked and NPHL FedEx number is listed (**NOT intended for any other use**).
 - ii. confirm Total Package is 1 (one)
 - iii. confirm Total Weight is approximately 2 lbs (adjust if necessary)

15. SHIPPERS DECLARATION FORM - Must be completed on FedEx Express FX-18 recognized software.

- a. Logon to www.saftpak.com .
- b. Click on Online Forms (left side of home page)

The screenshot shows the Saf-T-Pak website home page. A black arrow points from the 'Online Forms' section on the left to the 'Shipper Declarations Now FedEx Express FX-18 Recognized' link. The website layout includes a top navigation bar, a main content area with various promotional banners and links, and a right-hand sidebar with additional information.

c. Read and accept the terms of the FX-18 Disclaimer.

Home Corporate Info Training Saf-T-Pak Packaging Temperature Control Packaging Multimedia

FX-18 Disclaimer

Welcome to the online forms library.
Please read the following terms and conditions of use of this site.
You must accept the agreement to use the online form system.

Site Terms and Conditions

BY CLICKING ON THE "ACCEPT" BUTTON AND DOWNLOADING OR USING ANY OF SAF-T-PAK SERVICES (INCLUDING, WITHOUT LIMITATION, THE SAF-T-PAK INTERNET ACCESS SERVICES, THE RELATED SOFTWARE, EMAIL SERVICES AND ANY SERVICES PROVIDED ON ANY OF THE WEB SITES MANAGED OR OWNED BY SAF-T-PAK (COLLECTIVELY, THE "SAF-T-PAK SERVICE OR SERVICES"), YOU AGREE TO BE BOUND BY THESE TERMS AND CONDITIONS, GUIDELINES, LICENSE AGREEMENT AND PRIVACY STATEMENT.

IF YOU DO NOT AGREE TO BE BOUND BY THESE TERMS AND CONDITIONS, GUIDELINES, LICENSE AGREEMENT AND PRIVACY STATEMENT YOU SHOULD CLICK ON THE "DECLINE" BUTTON AND DISCONTINUE YOUR USE OF THE SAF-T-PAK SERVICES. YOUR SAF-T-PAK ACCOUNT WILL NOT BE ACTIVATED OR YOUR SERVICE WILL BE TERMINATED, AS APPLICABLE.

PLEASE READ THESE SAF-T-PAK SERVICE AND SAF-T-PAK SITE TERMS AND CONDITIONS ("TERMS AND CONDITIONS"), THE ACCEPTABLE USE GUIDELINES FOR SAF-T-PAK SERVICES AND THE SAF-T-PAK SITE ("GUIDELINES"), THE SAF-T-PAK SOFTWARE LICENSE AGREEMENT ("LICENSE AGREEMENT") AND SAF-T-PAK'S PRIVACY STATEMENT ("PRIVACY STATEMENT") BEFORE REGISTERING FOR AN ACCOUNT WITH SAF-T-PAK, INC. ("SAF-T-PAK") OR USING THE SAF-T-PAK WEBSITE. NOTED, THESE TERMS AND ADDITIONAL GUIDELINES, LICENSE AGREEMENT AND PRIVACY STATEMENT MAY

Application Requirements:

- Javascript Enabled: Yes
- Adobe Reader 6.0 or higher

d. First time users must create profile. Keep passwords for future reference.

Google Custom Search Search x

Home Corporate Info Training Saf-T-Pak Packaging Temperature Control Packaging Multimedia Customer Service/Support

Saf-T-Pak FX-18 Declaration Forms

Welcome to our online forms library.

If you have already registered, please enter your Login Name and Password and click the "Login" button.

If you do not have an account with us, please click the "New User" button to create one.

If you have forgotten your password, please click the "Forgot Password" button.

Login Name:

Password:

Login Forgot Password

New User

16. Read and accept agreement when asked. Create declaration by choosing "for use single Saf-T-Pak"

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Home Corporate Info Training Saf-T-Pak Packaging Temperature Control Packaging Multimedia Customer Service/Support

Main Menu

Create Declaration

- [For use with a single Saf-T-Pak package](#)
- [For use with multiple Saf-T-Pak packages](#)
- [For use with NON Saf-T-Pak packaging](#)

Login Options

- [Change Login Information / Password](#)
- [Logout](#)

- a. Select STP-100 for package selection. Click NO when asked if using refrigerant. Click Next.

- b. Complete the following details on the form:
- i. Profile option – create profile name for future use
 - ii. Complete all fields in **Shippers Details** sections with your facility information

- c. Complete **Consignee Details** as Follows:
- i. First Name – Client
 - ii. Last Name – Services
 - iii. Company – Nebraska Public Health Laboratory
 - iv. Address – Medical Science Bldg (MSB) 3500
 - v. Address – 4400 Emily Street
 - vi. City – Omaha
 - vii. Country - USA
 - viii. Providence/State – Nebraska
 - ix. Postal Zip – 68105
 - x. Telephone 800 334 0459

d. Transport Details

Transport Details

Air Waybill

Shippers Reference Number

Aircraft Type Passenger and Cargo Cargo Only (Automatically Determined)

Airport of Departure

Airport of Destination

Nature And Quantity Of Dangerous Goods

Dangerous Goods Identification				Quantity and type of Packaging	Packing Inst.	Authorization
UN or ID no.	Proper Shipping Name	Class or Division (Subsidiary risk)	Packing Group			
UN2814	Infectious Substance, affecting humans	6.2		# <material> box(es) x <qty> <units> Fibreboard box x mL	620	A81? <input type="checkbox"/>

- i. Waybill - Enter number from FedEx Airbill to be sent with package
- ii. Shippers Reference Number – Enter “33-5301-3476”
- iii. Aircraft Type – will be automatically determined
- iv. Airport of Departure – enter your city
- v. Airport of Destination – enter Omaha

e. Nature and Quantity of Dangerous Goods

Nature And Quantity Of Dangerous Goods

Dangerous Goods Identification				Quantity and type of Packaging	Packing Inst.	Authorization
UN or ID no.	Proper Shipping Name	Class or Division (Subsidiary risk)	Packing Group			
UN2814	Infectious Substance, affecting humans	6.2		# <material> box(es) x <qty> <units> Fibreboard box x mL	620	A81? <input type="checkbox"/>

- i. UN or ID no. – Default to UN2814
- ii. Proper Shipping Name – type exact technical name as below:
 - 1. Suspected Category A Infectious Substance
- iii. Quantity and type of Packaging
 - 1. Default to #<material>box(es) x <qty> <unites> at first dropdown box
 - 2. Enter “1” Fibreboard box
 - 3. Enter approximant number and click on correct dropdown choice (mL or g)

f. Additional Handling Information

New Line

Additional Handling Information

Person Responsible Name

Person Responsible Number Recommended Format: 780 486 0296

24-Hour Emergency Name

24-Hour Emergency Number Recommended Format: 780 486 0296

Other

Name of Signatory

Title of Signatory

Place

Date Required Format: 26-Nov-2013

Miscellaneous

Printer Type

Main Menu Create Declaration

- i. Person Responsible Name – enter name (must know contents of package)
- ii. Person Responsible Phone Number – enter 24/7 number which will be answered by actual person who will be knowledgeable of the contents of package during entire duration of shipment (usually overnight).
- iii. 24-Hour Emergency Number – usually same as responsible person or 3rd party contract number ie)Chemtrec
- iv. Name of Signatory – enter Responsible Person name
- v. Title of Signatory – enter “Shipping Manager”
- vi. Place – Enter your city
- vii. Shipping Date – enter actual date shipped

g. Miscellaneous

i. Printer type –

1. If color printer available, use blank paper;
2. If black & white printer – use “blank candy stripped paper” provided by NPHL

h. Click on “Create Declaration”

i. **Print four (4) copies of Shipper’s Declaration (one copy for your files and 3 copies for FedEx)**

17. Make copies of all paperwork (airbill receipt, shipper declaration, etc.). **Save all shipping documents for 2 years** in NPHL Packaging and Shipping Division 6.2 Materials Notebook under “shipping records” tab or other designated area.
18. Place paperwork into a clear resealable FedEx pouch, the following paperwork in specific order. Close flap and remove label backing. Adhere pouch to top of packaging such that address shows (may need to fold over only on side with arrows – do not cover other labels):
 - a. Top - Air Waybill
 - b. 3 copies of candy-stripped Shipper’s Declaration – fold in half, place such that candy- stripped edge can be seen under the Air Waybill)
19. At this point, it is strongly suggested Responsible Person (supervisor) or other certified shipper evaluate paperwork to confirm it is correctly completed. If not correctly completed, FedEx carrier will NOT accept.
20. Deliver FedEx shipment **in person** to FedEx carrier.
21. **Notify NPHL at 24/7 pager (402) 888-5588 with FedEx tracking number**