

Checklist for Shipping UN2814 Category A

Via FedEx to NPHL

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

- + Shipping Category A via FedEx is required by all laboratories outside of the Lincoln/Omaha area. Use NPHL FedEx Account to cover costs. Actual FedEx Account numbers will not be verbally given out.
- + The organism or specimen (primary container) must be leak proof, sealed with tape or parafilm if the primary has a screw cap top.
- + Primary container must be labeled with at least 2 patient identifiers, collect time and date, initials of who collected and the name or source of the contents.
- + NPHL provides a Category A box, do not substitute other components as UN specification will be void.
 - Transfer organism or specimen to a primary container using standard laboratory protocol, perform 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 medias (such as organisms that cannot be ruled out), please call NPHL.
 - Place primary container and adsorbent cloth in biohazard bag. NPHL provides sufficient absorbent for one primary container. If multiple primary containers are used, add additional adsorbent. Expel all air and seal.
 - Wrap primary container/biohazard bag snugly in piece of bubble wrap included in system. Multiple primary containers must use sufficient bubble wrap to keep to the inner contents from shifting.
 - Place primary/bag/wrap into the white Tyvek™ envelope provided and seal.
 - Place specimen/bag/wrap/white envelope into the appropriate box marked UN2814 Infectious Substances:
 - a. For ambient specimens, use box provided by NPHL with a round secondary vessel inside rigid box. **DO NOT PLACE DRY ICE INSIDE THE ROUND SECONDARY VESSEL (ONLY FOR AMBIENT)**. Place white envelope inside and thread lid onto the vessel.
 - b. For refrigerated specimens, place white envelope into insulated box (lined with styrofoam) with frozen gel-packs to keep at refrigerator temperature. Secure insulated lid on top. Another option is to use a thermo-bag (guarantees refrigerated temperature for 24hr, call NPHL to obtain), where white envelope is folded down and compacted to fit inside thermo-bag. Add frozen gel-pack inside thermo-bag and seal. This alternative can be placed in normal ambient box.
 - c. For frozen specimens, dry ice **MUST** be obtained from hospital or local grocery store. It is paced inside insulated box along with white enveloped specimen and sealed with insulated lid. Additional tasks needed is to mark airway bill in special services for dry ice, noting weight of dry ice in pounds (lb). Weight is written on outside of box and must be in kilograms (kg). Conversion is 1kg=2.2lbs. In addition to the UN2814 marking, the outside of the box must have a UN1845 Dry Ice marking on the same side all other markings and labels.
 - Place NUIrt batch list or manually completed NPHL Test Request Form between secondary and outer container. This serves as the list of contents.
 - At this point, it is strongly suggested the Responsible Person (supervisor) or another certified shipper evaluate package to confirm it is correctly packaged.
 - Seal box using clear tape.

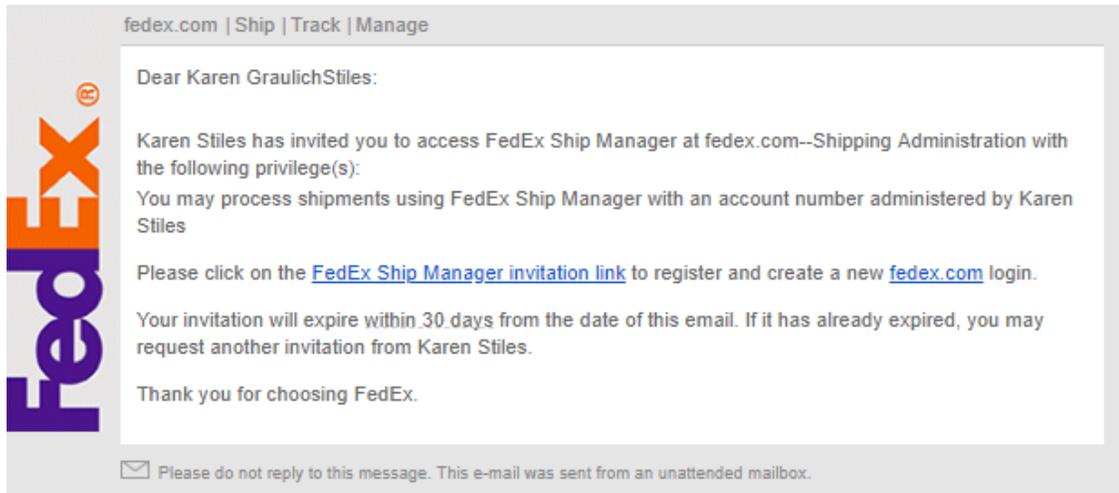
OUTER BOX LABEL - Manually complete the following lines on pre-printed label on outer box:

- “Shipper” - **Responsible person certified to ship Category A**
- “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.**
- Confirm the UN2814 labels are current. It should not include public health authority phone numbers.



Paperwork for FedEx NPHL Shipments:

You will receive a separate email invite from FedEx, to use the NPHL FedEx Account which will cover all costs of FedEx shipments to NPHL. Click on the link “FedEx Ship Manager Invitation link” to register.



On the registration screen, enter the following data:

The screenshot shows the FedEx registration screen with the following fields and instructions:

My Profile
Create a new fedex.com user ID
fedex.com Registration

fedex.com Contact Information

Please enter the shipping address you want associated with your login.

Country/Territory: Select...
First Name: [Text Field]
Middle Initial: (Optional) [Text Field]
Last Name: [Text Field]
Address Line 1: [Text Field]
Address Line 2: e.g. Apt, Floor, Suite (Optional) [Text Field]
Zip/Postal code: [Text Field]
City: [Text Field]
State: [Text Field]
Email: [Text Field]
Phone no.: [Text Field]
Fax no.: (Optional) [Text Field]

fedex.com Login Information

Please create a user id.

Create a user ID: [Text Field] (Must be at least 6 characters)
Password: [Text Field] (Must be at least 8 characters and include one uppercase letter, one lower case letter and one number.)
Password strength indicator: [Progress Bar]
Re-enter password: [Text Field]
Secret Question: Select... [Dropdown]
Secret Answer: [Text Field]

I have read, understood and agree to be bound by the [FedEx.com Terms of Use](#). I also understand how FedEx intends to use my information. [Privacy Policy](#).

Cancel Submit

OUR COMPANY: About FedEx, Our Portfolio
MORE FROM FEDEX: FedEx Blog, FedEx Compatible, Developer Resource Center
LANGUAGE: Change Country

Shipper information:

Country – United States
First Name – (Each Certified shipper must sign-up)
Last Name –
Address1 – Hospital Name
Address2 – Hospital Address
Zip – Hospital zip
City – Where Hospital located
State – NE
Email – Manager lab email
Phone – See below**
Create User ID – at least 6 characters
Password – see criteria
Re-enter Password – must match
Security Question/Answer – Specific to Shipper
Click on box “Terms of Use”
Submit
Store User ID and Password in secure password keeper.

****MUST provide phone number which will have immediate access during entire duration of shipment (approximately 24 hours) to live person who has knowledge of the contents of the shipper. Pager numbers not acceptable. Use lab phone number if open 24/7, but make sure all shifts are aware of what was shipped. Use third party (ie. Chemtrec) if possible. Last resort is to provide personal cell number of lab manager, be sure to notify when shipped and nature of contents.**

FedEx Airbill

Once access to the NPHL Account is created, log into “FedEx.com” using the newly created user ID and password. Click on shipping. Fill out fields as follows:

From – Type Shipper complete name, Address, phone number shipper can be reached directly (no answering service)

To – Complete exactly as in example

Pack&Ship Details - Complete exactly as in example (**Do NOT Ship First Overnight**). Click Saturday delivery if shipping on Friday.

Billing Details - The NPHL FedEx Acct No will default into top line, with only last 3 digits visible. Add reference # 36-5301-3204-002

Special Services:

Dry Ice - check if frozen specimens are shipped with Dry Ice. Box must have UN1845 Class 9 & “Wt in Kg” Labels. Enter Dry Ice weight in pounds (lb) in Airbill but write weight in Kilograms (Kg) on box. Conversion is 1 lb=0.5Kg. **Dangerous Goods**– check if Category A. Click OK at disclaimer.

Pickup/Drop-off- Find FedEx drop-off locations in your location if not available at hospital.

Shipment Notification – Add emails to track delivery: NPHL@unmc.edu and lab email address in next box down.

Complete Shipment – On first use, click on “Create a Shipment Profile” to use for all future shipments.

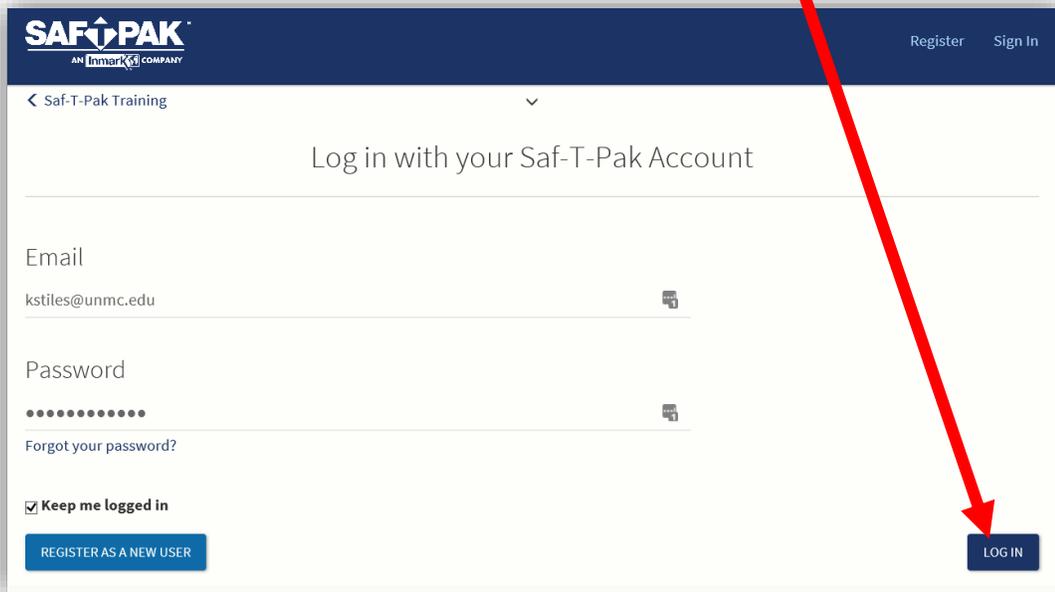
Rates & Transit Times – Click open to confirm specimen arrives at NPHL at proper time.

Ship – First time, check Save to Profile. Click SHIP box at bottom, print 2 copies, one for your records and one to attach to top of box. Do not cover labels on side.

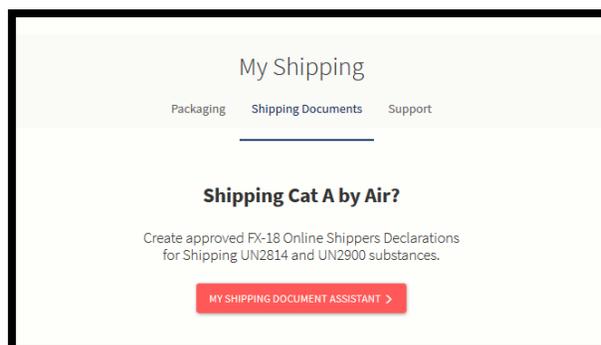
Don't Forget! Follow NPHL Packaging instructions to place specimen in Triple Packaged container. MUST have 2 sets of “Shipper” and “Consignee (recipient)” address. One on FedEx Air-bill and one on side with all DOT shipping labels. Confirm that RESPONSIBLE SHIPPER phone number is on box.

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

- a. Logon to <https://apps.saftpak.com>
- b. Scroll down and click on Create a User Account (for first time use); follow instructions.
- c. Click on "Sign in Now," once account has been created (save Username and Password, keep secure) and log into your account.



- d. If you already have an account, log in and click on pink button called the "My Shipping Document Assistant"



e. Read, and accept the terms of the FX-18 Disclaimer.



f. Create New Shippers Declaration



2. Create name for declaration under “Name Your Draft”, which will save all addresses for future use.
3. Click on “Add New” under Select a Shipper. For all future shipments, click on down arrow to choose saved profile.



- a. Complete the following details on the form:
 - i. Complete all fields with actual shipper name and facility information:
- b. Click page arrow on right. Review accuracy:



Name Your Draft

NPHL Declaration

Email Address (optional)

lab@facility.org



Phone Number

402 999 9999

Company Name

Facility Name

Job Title (optional)

Shipping Manager

First Name

XXXX

Last Name

XXXXXX

Address Line 1

100 Main Street

Address Line 2 (optional)

Home street

Address Line 3 (optional)

Zip/Postal Code

68000

City/Town

Your Town

Province/State/Region (Required if applicable)

Nebraska

Country

United States Of America

Address Nickname

Facility Name

(Enter Nickname if you would like to save this favorite)

4. Complete **Consignee Details** (Recipient) as Follows:

The screenshot shows a web form titled "New Declaration - NPHL Declaration". At the top, it says "Name Your Draft" and "NPHL Declaration". Below this is a "Select a Consignee:" dropdown menu with a down arrow. Underneath the dropdown is a link that says "Add New". There are left and right navigation arrows on either side of the dropdown.

- a. Click “Add New” under Select Consignee. For all future shipments, click on down arrow to choose saved profile.
- b. First Name – Client
- c. Last Name – Services
- d. Company – Nebraska Public Health Laboratory
- e. Address – 4400 Emile Street
- f. Address – MSB 3500 3rd Floor Hospital Lab
- g. City – Omaha
- h. Country - USA
- i. Providence/State – Nebraska
- j. Postal Zip – 68105
- k. Telephone 866 290 1406
- l. Click arrow and review details.
 - i. Click right arrow to move to next section

5. Select Handling Information –Click “Add New.” For all future shipments, click on down arrow to choose saved profile.

The screenshot shows the "Handling Information" section of the "New Declaration - NPHL Declaration" form. It contains two columns of input fields. The left column includes: "Person Responsible First Name", "Person Responsible Last Name", "Person Responsible Phone Number", "24-Hour Emergency First Name", "24-Hour Emergency Last Name", and "24-Hour Emergency Phone Number". The right column includes: "Signatory First Name", "Signatory Last Name", "Title of Signatory", "Signatory Phone Number (optional)", "Location of Signatory", and "Additional Information". At the bottom, there is a field for "Handling Information Nickname".

- a. Person Responsible Name – enter manager name (can be different than shipper)
- b. Person Responsible Phone Number – Enter manager phone number
- c. 24-Hour Emergency Name – Enter lab manager or third party (ie. Chemtrec)
- d. 24-Hour Emergency Number – ****MUST provide phone number which will have immediate access during entire duration of shipment (approximately 24 hours) to live person who has knowledge of the contents of the shipper. Pager numbers not acceptable. Use lab phone number if open 24/7, but make sure all shifts are aware of what was shipped. Use third party (ie. Chemtrec) if possible. Last resort is to provide personal cell number of lab manager, be sure to notify when shipped and nature of contents.**
- e. Name of Signatory – enter your name or Responsible Person name (lab manager)
- f. Title of Signatory – enter “Shipping Manager”
- g. Place – Enter shipper city
- h. Shipping Date – enter actual date shipped
- i. Other Notes: If using 3rd Party ie) Chemtrec documentation, include 3rd Party phone number, contract number, your company name and responsible person name and phone number.
- j. Review details, confirm same as here and click arrow:

NPHL Declaration

◀

Select Handling Information:

SD Template ▼

[Add New](#)

▶

Preview:

Person Responsible Name:	Ship Manager
Person Responsible Phone Number:	1234567891
24-Hour Emergency Name:	Your Lab emergency number Available 24/7
24-Hour Emergency Phone Number:	1111111111
Name of Signatory:	Your Name or Lab Mgr Name
Title of Signatory:	Shipping Manager
Place:	Your Town, Nebraska
Other Notes:	Chemtrec or 3rd party RO Here

6. Select Shipment – click on “Add New” for first shipment and for all future shipments

New Declaration - NPHL Declaration

Name Your Draft
NPHL Declaration

◀

Select Shipment:

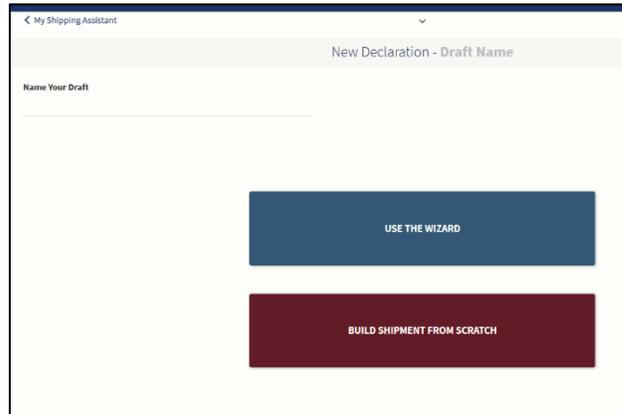
Select a Shipment ▼

[Add New](#)

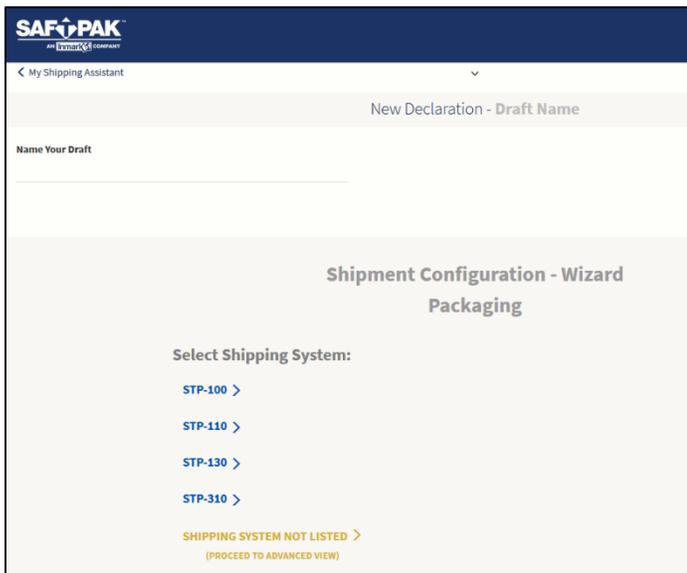
▶

Preview:

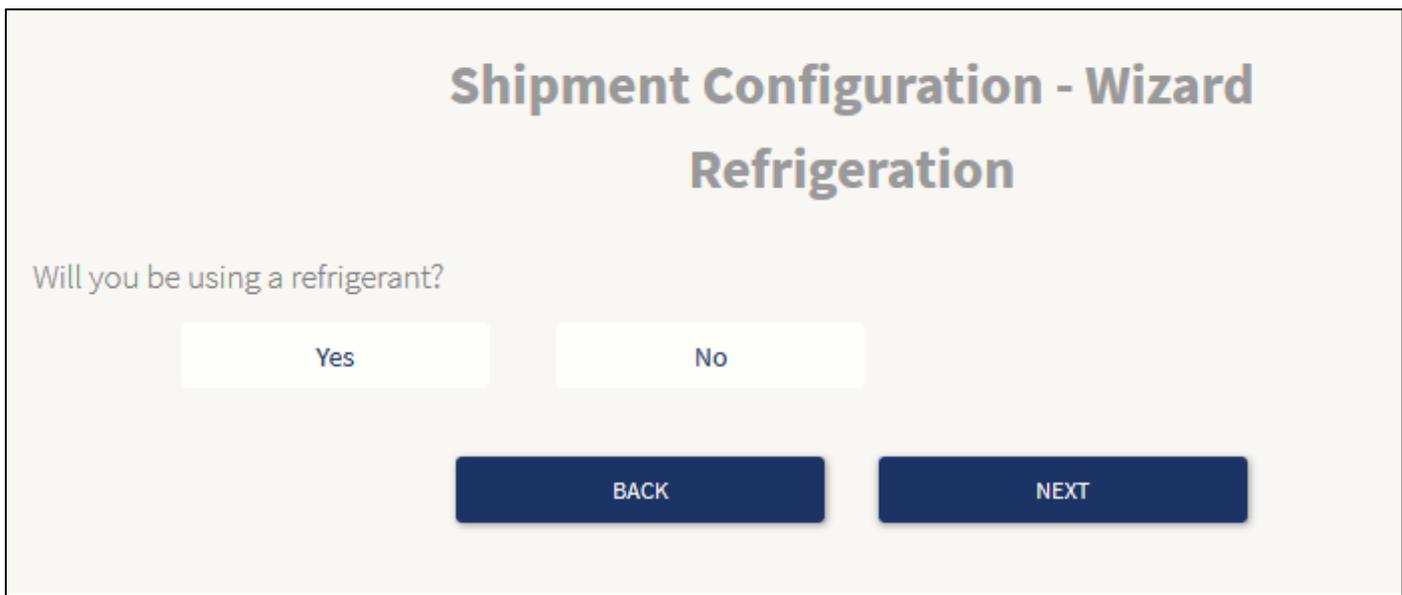
a. Click on blue button “Use the Wizard”



b. Click on STP-100



c. Click on “NO” for “Will you be using a refrigerant?” Then click NEXT.



7. Shipment Configuration – Wizard Payload Details

- a. What is the Technical Name of the Substance you are shipping? Type in parenthesis: (**Suspected Category A Infectious Substance**).
- b. If confirmed to be one of the following, type these exact words into the parenthesis.
 - i. Mycobacterium tuberculosis or
 - ii. Escherichia coli, verotoxigenic
- c. Value of Payload – estimate ie) 5 grams for solid media or 5mL for liquids
- d. Number of boxes – enter “1”
- e. Does payload qualify for A81 exception? – Click on “NO”
- f. Affecting Animals Only? – Click on “NO”

**Shipment Configuration - Wizard
Payload Details**

What is the Technical Name of the Substance you are shipping?

Technical Name

Value of Payload

▼ mL ▾

Number of boxes

▼

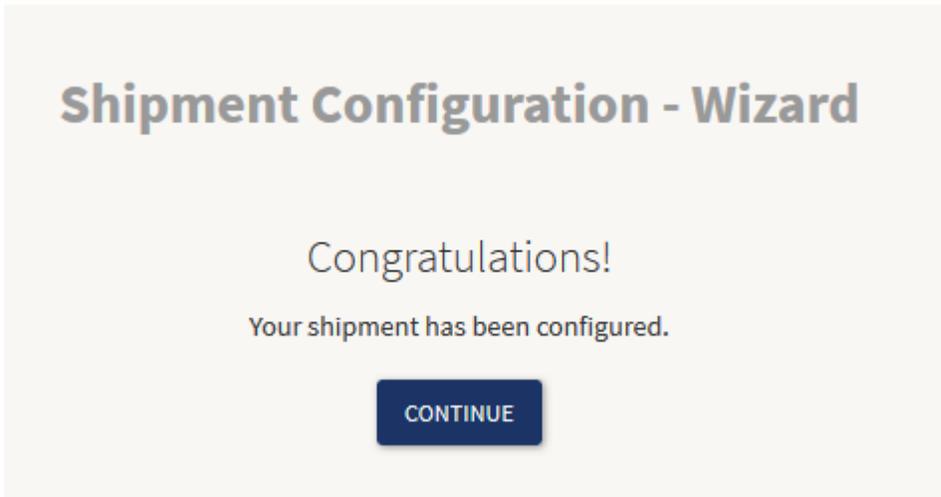
Does the payload qualify for A81 exception?

Yes No

Affecting Animals Only?

Yes No

8. Your Shipment has been configured. Click Continue.



a. Review Shipment Configuration page:

Select Shipment:

Shipment Configuration(One time use) ▼

[Add New](#)

Preview:

Included UN Numbers: UN 2814

Included Class or Divisions: 6.2

Line Item Names: Infectious Substance, affecting humans(Suspected Category A Infectious Substance)

Shipment Lines Count: 1

Created: 10/29/2019

Modified: 10/29/2019

Notes:

or

My Shipping Configurations

SD Template

Included UN Numbers: UN 2814
Included Class or Divisions: 6.2
Shipment Lines Count: 1
Created: 7/19/2019
Modified: 7/19/2019

Line Type	Proper Shipping Name	Technical Name	Package Details	AB1
Substance	Infectious Substance, affecting humans	Suspected Category A Infectious Substance	1 Fibreboard box x 5.0 g	

b. Shipment Specific Details

- i. Declaration Date – Date of shipment
- ii. Air Waybill Number – obtain from air bill created in FedEx app
- iii. Shippers Reference Number – Enter “33-5301-3206-101”
- iv. Airport of Departure – enter your city
- v. Airport of Destination – enter Omaha, Nebraska

The screenshot shows a web interface for 'NPHL Declaration'. At the top, it says 'Name Your Draft' and 'NPHL Declaration'. The main section is titled 'Shipment Specific Details' and contains several input fields: 'Declaration Date' (09/03/2019), 'Air Waybill Number (Optional)' (Insert Waybill Number), 'Shippers Reference Number (Optional)' (Enter Shippers Reference Number), 'Airport of Departure (Optional)' (Enter Airport of Departure), and 'Airport of Destination (Optional)' (Enter Airport of Destination). Navigation arrows are visible on the left and right sides of the form.

- vi. Click right arrow and review page.

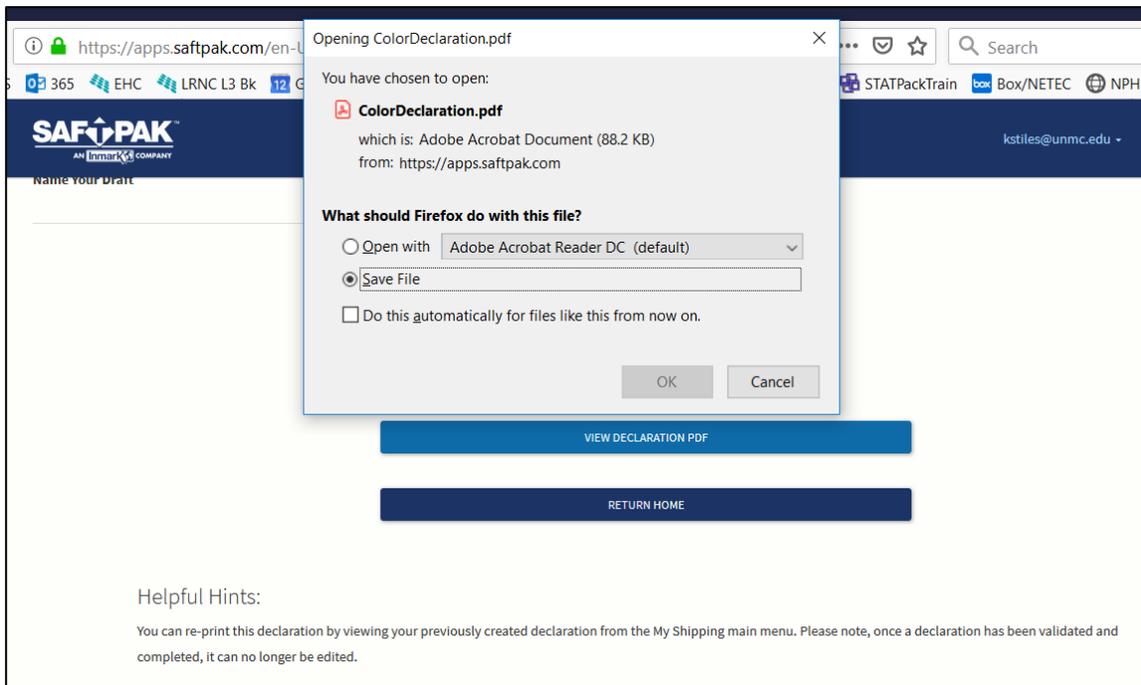
9. What would you like to do next?

The dialog box has a title 'What would you like to do next?' and two buttons: 'VALIDATE DECLARATION AND CONTINUE' (light blue) and 'SAVE DRAFT AND RETURN TO MAIN MENU' (dark blue).

- a. Validate Declaration and Continue
- b. View Declaration PDF
- c. Printer settings:
 - i. If color printer available, use blank paper;
 - ii. If black & white printer – use “blank candy striped paper” provided by NPHL

The 'Print Settings' dialog box asks the user to 'Please select a color mode'. There are two buttons: 'BLACK AND WHITE' and 'COLOR'.

d. Save “Declaration” to your computer in a Shipping History file



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

11. Make copies of all paperwork (airway bill receipt, shipper declaration, etc.). Save all shipping documents for 2 years in a notebook or other designated area.

12. Place paperwork into a clear re-sealable 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- striped edge can be seen under the Air Waybill)

13. At this point, it is strongly suggested Responsible Person (supervisor) or other certified shipper evaluate paperwork to confirm it is correctly completed. Responsible person can use this checklist to confirm correct packaging. If not correctly completed, FedEx carrier will NOT accept.

14. Deliver FedEx shipment in person to FedEx carrier. Do not leave in hallway, countertop, or area where it can be stolen

15. Notify NPHL at 24/7 pager (402) 888-5588 when shipping organisms which cannot be ruled out for possible select agents.

Note: Airway Bill, Shipper Declaration and box MUST match! Check in particular, the weight, responsible person, emergency contact information to be sure all matches.