

# Checklist for Shipping Category B

## Via FedEx to NPHL

A specimen or organism classified as Category B transported outside of NPHL requires these guidelines:

- ✚ FedEx is reserved for those laboratories that NPHL ground couriers are not available. Actual FedEx Account number will not be verbally given out. Call 402.598.2348 for FedEx access.
- ✚ The organism or specimen (primary container) must be leak proof and should be 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.

### **Category B, Biological Substance UN3373**

Reportable organisms required to ship to NPHL for further studies, to comply with State Regulations Title 173:

*Bordetella pertussis*  
*Haemophilus influenza* (sterile site)  
*Listeria monocytogenes*  
*Neisseria meningitidis*  
*Salmonella spp*  
*Vibrio cholerae*

Propagated growth that does not meet criteria of Category A must be assigned to UN3373 Biological Substance, Category B (Examples: Staph, Strep, GNR including possible CRE or CRPA, GPR, fungal, Covid, MERS, Stool Maintenance)

**DO NOT SHIP PROPAGATED TB OR ECOLI O157 AS CATEGORY B**

## **ALL PRIMARY/SECONDARY PACKAGING MUST BE DONE IN BIOSAFETY CABINET OR BEHIND PROTECTIVE PPE & FACE SHIELD. SECONDARY MUST BE DISINFECTED AND TAKEN TO CLEAN AREA TO COMPLETE FINAL PACKAGING OF OUTER BOX.**

- Confirm isolate or patient specimen is a **leak-proof** primary container. Transfer to leak-proof container if necessary.
- Label primary container with **all patient identifiers**, first/last name, DOB, date and time of collection and source.
- Re-enforce screw top lids with tape or Parafilm.
- Place one primary container per biohazard bag with adsorbent. Use extra gauze or paper towel if not provided.
- Disinfect** biohazard bag(s). Expel all air and seal.
- Another secondary container **MUST** be used only when shipping by FedEx. NPHL provides a 95 kPA white Tyvek or clear 95kPA bag which complies with these pressure requirements.
- Disinfect secondary container and take to clean area of lab to complete packaging.**
- Place secondary into rigid outer box, use bubble-wrap to prevent shifting.
- Refrigerated specimens** must be shipped in insulated cardboard boxes (Styrofoam/thermo-envelope) with **frozen gel-packs**
- Frozen specimens** must be shipped with **dry ice** and require extra labels – UN1845 and Weight in Kg on outside of box
- Place completed NUIrt printed batch list or NPHL Test Request form between the secondary and outer rigid box.
- Close and seal box using tape.
- Required Labels on OUTER BOX** – Address on Airbill must match address on outside of box. Both sets are required.
  - UN3373 Biological Substance, Category B Label. UN1845 Dry Ice Labels if frozen specimens only.
  - Shipper (**person actually physically packaged**) – First/Last Name, Full Address (city, state, zip code), and phone number.
  - If different than shipper, **Responsible Person/Phone number should be listed below shipper address, MUST have immediate access during business day and must have knowledge of the contents of the payload.**
  - Recipient/Consignee – First and Last Name, Full Address with city, state, and zip code and Phone number.
- FedEx Airway Bill**– See directions below.
- Make copy of all paperwork (supporting patient order form, shipping paper, etc.). **Save all documentation for 2 years in case of possible DOT/FAA inspection** in designated area.
- Tape or place paperwork into clear re-sealable pouch attached to top flap of box. Arrange with NPHL courier for pickup.
- Call Client Services (866) 290-1406 if routine pickup is not available.
- Call NPHL P&S Technical Assistance (402) 598-2348 if any questions on shipping, **DO NOT ASSUME!**



□ **FedEx AIR WAYBILL**

- Log into <https://www.fedex.com>. Enter pre-assigned User ID and Password (Provided by NPHL)
- FedEx “To” and “From” section. See Figure 1.
  - Complete all information in the “From” section, using the name of actual shipper.
  - Complete all information in the “To” section, as follows:
    - Company – Nebraska Public Health Lab
    - Contact Name - Client Services
    - Address – 4400 Emile Street
    - Address - MSB 3500 3<sup>rd</sup> Floor Laboratory
    - Zip – 68105
    - City – Omaha; State – Nebraska.
    - Phone – 402.559.2440

- FedEx Shipment Details –
  - Ship Date
  - Number of Pkg – 1
  - Weight – 2 lb
  - Declared value – leave blank
  - Service type – Priority Overnight (**Never use First Overnight**)
  - Pkg Type – Your Package
- Dimensions – leave blank
- Billing Details - Your reference: 33-5301-3476
- Special Services – If transporting frozen items, click on Dry Ice, type weight (in lbs) used in package. Dry ice may be obtained from your local grocery store. See Figure 2.
- Notification – type in shipper’s email address.
- Complete your Shipment - On first use, click on “Create a Shipment Profile” to create a profile name for all future shipments.

□ Ship – Click and print 2 copies of air-bill, one for laboratory records and one to attach to top of box

- Make copy of all paperwork (requisition, shipping paper, etc).
- Save one copy with supporting specimen paperwork (to document what was shipped) in laboratory notebook or other designated area. All shipping documentation must be kept for 2 years according to DOT/IATA regulations.
- Place Airbill on top of box, do not overlap sides with arrows.

□ Write Dry Ice weight in “kg” on outside of box. Remember conversion is 1 lb., kg = 2.2. If typing 1 lb in airway bill, write 2.2 kg on box. Airbill and Box weight must match.

□ Arrange with FedEx for pickup.

Figure 1 FedEx Airway Bill

Figure 2 FedEx Special Services section - if Dry Ice used

**References:**

1. Transporting Infectious Substances Safely, US Department of Transportation Pipeline and Hazardous Materials Safety Administration. October 1, 2006
2. Sentinel Laboratory Guidelines for Suspected Agents of Bioterrorism and Emerging Infectious Diseases, Packing and Shipping Infectious Substances, American Society for Microbiology. 20April2021.
3. APHL Blue Book [Clinical Laboratory Preparedness and Response Guide \(aphl.org\)](http://www.aphl.org)