

# NPHL Category B Shipping Paper Ground Courier

<b>Responsible Person:</b> Name _____ Facility _____ Address _____ City, State, Zip _____ Phone number _____		
<b>Consignee:</b> <b>Client Services</b> <b>Nebraska Public Health Laboratory</b> <b>601 S Saddle Creek Rd, MSB 3500</b> <b>Omaha NE 68106</b> <b>Phone (866) 290-1406</b>		<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
List of Contents (organism name)	Shipping Description	Total Quantity (number plates or tubes)
<div style="background-color: yellow; width: 100%; height: 20px; border: 1px solid black;"></div>	<b>UN3373, Biological Substance Category B, Division 6.2</b>	<div style="background-color: yellow; width: 100%; height: 20px; border: 1px solid black;"></div>
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 labeled/placarded, and are in all respects in proper condition for transport according to the applicable international and national governmental regulations.		<b>Shipper Name (print):</b> _____ <b>Signature:</b> _____ <b>Date:</b> _____

# Sentinel Laboratory Checklist

## UN3373 Biological Substances Category B

### Via NPHL Ground Courier to NPHL

Packaging Instructions - **The shipper is legally responsible for complying with these regulations**, for following prescribed instructions, and for packing substances correctly to ensure the safety of all personnel who handle the package before, during, and even after shipment to the point of acceptance of the package by the consignee. **Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.**

Examples of Category B pathogens: The list is provided as guidance only, not all inclusive and subject to change:

#### Category B Shipper

##### Biological Substance UN3373 (Brown Shipper)

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*      Coronavirus

*Salmonella* spp      MERS

*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,

- Patient specimens, including stool maintenance media (even if positive for Shigatoxin positive E.coli) must be placed in a certificated Category B box if the courier is “not-exclusive” (carries non-medical items, food, patients). If the courier is “Exclusive” (carries only medical items), place in biohazard bag with adsorbent material and give to NPHL courier (NPHL Test Order Form). If propagated organism on slant, broth or plate, use Category B shipping system provided by NPHL with UN3373 label.
- Transfer organism to primary container using laboratory protocol. Label primary container with at least 2 patient identifiers, date and the name of the contents.
- Place primary container and absorbent material in biohazard bag. Expel all air and seal.
- Wrap primary container/biohazard bag snugly in piece of bubble wrap to prevent shifting in secondary vessel. Multiple primary containers must be wrapped to prevent contact between them.
- Place biohazard bag/bubble wrap in a secondary vessel, which can be round, a Tyvek envelope or a thermos-envelope. **DO NOT PLACE DRY ICE INSIDE SECONDARY VESSEL.** Seal.
- Place vessel into the outer box with Fiberboard Coil if available or use bubble-wrap to prevent shifting.
- Add frozen gel-paks if specimen requires refrigeration, or dry ice if specimen must be kept frozen.
- Place completed NULirt printed batch list between the vessel and outer container.
- Seal box using clear tape.
- OUTER BOX LABEL** – Confirm the pre-printed label on outer box:
  - Responsible Person – full name
  - Phone number. **Responsible Person MUST have immediate access to phone number given during business day and must have knowledge of the contents of the shipper.**
- NPHL Ground Courier Category B Shipping Paper** – complete the following:
  - Responsible Person full name and Phone Number, same as listed on outside of box.
  - List of Contents – list all organism shipped in secondary vessel
  - Total Quantity – list number of plates or tubes
  - Complete Shipper Name Box:
    - Print Name – who actually physically packaged the Category B material
    - Signature
    - Date
- Make copy of all paperwork (requisition, shipping paper, etc.). **Save all shipping documentation for 2 years** in NPHL Packaging and Shipping Division 6.2 Materials Notebook under shipping records tab or other designated area.
- Place paperwork into clear re-sealable pouch attached to top flap. Arrange with NPHL courier for pickup.
- Call Client Services (866) 290-1406 if routine pickup is not available.