Note: Category A: An infectious substance in a form capable of causing permanent disability or life-threatening or fatal disease in otherwise healthy humans or animals when exposure to it occurs. An exposure occurs when an infectious substance is released outside of its protective packaging, resulting in physical contact with humans or animals. A list of Category A, Infectious Substances can be found in 49 CFR Parts 171-175 Hazardous Materials. Examples: Ebola Virus, Botulism, Hantavirus.
Kansas Health and Environmental Laboratories – Category A Cold Specimen Packaging and Shipping System Guide

1) Fiberboard and Styrofoam Infectious Shipping System with cold packs; Secondary Containers (95 kPa bags); Absorbent sleeves; Instruction Sheet.

2) Complete Universal Laboratory Specimen Submission Form (Universal Form) marking the required test(s).

3) Carefully read the Instruction Sheet provided then fill out the Shipper’s Declaration.

4) Place barcode sticker from universal form on Primary Container. NOTE: Do Not use Glass Tubes. Container must be secured with ParaFilm to prevent leaks.

5) Wrap and insert specimen into 95 kPa biohazard bag (secondary container). DO NOT put any paperwork inside secondary container.

6) Place bagged specimen on frozen cold pack inside Styrofoam Shipper.

7) Place second cold pack on top of specimen bag then replace Styrofoam container top.

8) Additional information can be placed on top of Styrofoam lid. Paperwork should be placed in a baggie and placed on the cooler lid.

9) Secure the flaps on the outer package of the system with tape and complete the mailing labels. 24-hr emergency telephone number is mandatory.

10) Proper Shipping Name is “Infectious Substance, Affecting Humans”. In parentheses “Suspect Category A Infectious Substance”.

11) Complete the Shipper’s Declaration (see attached Checklist) and place in plastic pouch located on back of Infectious Shipper; seal the pouch.

12) Outer labeling includes: UN2814, orientation labels, class 6.2 infectious substance.
Kansas Health and Environmental Laboratories –
Suspected Ebola Specimen Packaging and Shipping System
Pictorial Guide

Checklist for Completing the Shipper’s Declaration
June 30, 2015

- FX-18 Compliance: Shipper’s Declaration form cannot be hand written. Below is a fillable form that can be printed using this checklist to be sent with your specimen.
- Consignee: Full name and address of the person preparing the shipment.
- Air Waybill Number: The appropriate air waybill number for the shipment.
- Aircraft Limitations: Indicates the shipment is packing to comply with the limitations for cargo aircraft only.
- Airport of Departure: Enter the full name of the airport or city of departure, if known. This information may also be entered or amended by the shipper, his agent or by the airline or its handling agent.
- Airport of Destination: Enter the full name of the airport or city of destination, if known. This information may also be entered or amended by the shipper, his agent or by the airline or its handling agent.
- Proper Shipping Name: Enter the proper shipping name for the dangerous goods being shipped. This technical name in parenthesis is required: Infectious Substance, affecting humans (Suspected Category A, Infectious Substances). If using Dry Ice, you may use “Dry Ice” or “Carbon dioxide, solid” as the proper shipping name.

Checklist may also be found at the KDHE’s website:  http://www.kdheks.gov/labs/packaging_and_shipping.html