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, Bacillus anthracis cultures, Brucella cultures, HIV cultures
Kansas Health and Environmental Laboratories –
Category A, Infectious Substance Packaging and Shipping System Guide

1) Fiberboard Infectious Shipper with corrugated divider insert; Red-Topped Secondary Container (95kPa container); Bubble Wrap; Absorbent Pad; Instruction Sheet; Shipper's Declaration.

2) Carefully read the Instruction Sheet provided in the Infectious Shipper.

3) Complete Universal Laboratory Specimen Submission Form (Universal Form) marking the required test(s) on the form.

4) Use the barcode sticker from the Universal Form to label the Primary Container and keep one for your records.

5) Place a barcode sticker from Universal Form on Primary Container, in addition to the patient name & collection date; see Note.

6) Wrap the Primary Container in the bubble wrap and place in Secondary Container that contains an absorbent pad.

7) Secure the top on the Secondary Container. There is a limit on the amount of Category A, Infectious Substance that may be placed in this container.

8) Place Secondary Container into a slot in the Infectious Shipper with completed Universal Form. DO NOT put the Universal Form in Secondary Container.

9) Secure the flaps on the Infectious Shipper with tape and complete the mailing labels.

10) Complete the Proper Shipping Name and Quantity label found on the Infectious Shipper.

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

12) This package is now ready for shipment to the KHEL.

NOTE: It is required that each Primary Container be secured with ParaFilm or vinyl tape, such as electrical tape, if there is a probability that it may leak.
Kansas Health and Environmental Laboratories –
Infectious Substance Specimen Packaging and Shipping System
Pictorial Guide

Checklist

Checklist for Completing the Shipper's Declaration
February 20, 2011

☐ Shipper: Full name and address of the person preparing the shipment.

☐ Con signer: Full name, address, and phone number of the recipient. A responsible person (name and phone number) should be listed in case of an accident. The consignor and responsible person can be the same individual. This phone number is NOT the 24-hour emergency number listed in another part of this form.

☐ Air Waybill Number: The appropriate air waybill number for the shipment. This information may be entered or amended by the shipper, his agent, or by the airline or its handling agent.

☐ Page of Package: The appropriate page number and the total number of pages of the shipper’s Declaration for Dangerous Goods.

☐ Aircraft Limitations: Indicate whether the shipment is packaged to comply with the limitations for passenger and cargo aircraft OR cargo aircraft only. Mark the box that does not apply (usually done by “Poll” if not).

☐ Airport of Departure: Enter the full name of the airport of origin 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 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.

☐ Shipment Type: Enter whether the substance is “Radioactive” or “NON-RADIOACTIVE”. This is usually done by “Poll” and is not appropriate for your shipment.

☐ Nature and Quantity of Dangerous Goods: Enter the required information neatly in accordance with the regulations you are following. (e.g., IATA 3.2.A.9, 49 CFR 172.101). Check with your carrier for detailed information specific to your shipment. This is the most important part of the declaration.

☐ UN or ID Number: Always use the UN or ID number prescribed by the relevant UN or ID. For infectious substances, entering human use UN1294 and for Dry Ice use UN1298.

☐ Proper Shipping Name: Enter the proper shipping name for the dangerous goods being shipped. A technical name is permitted in accordance with IATA 3.2.A.9. Example: “Infectious Substance” or “Infectious Substances” (UN1294). This is usually done by “Poll” and is not appropriate for your shipment.

☐ Class or Division: Enter class or division. Example: 6.2 for Infectious Substance and 9 for Dry Ice.

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