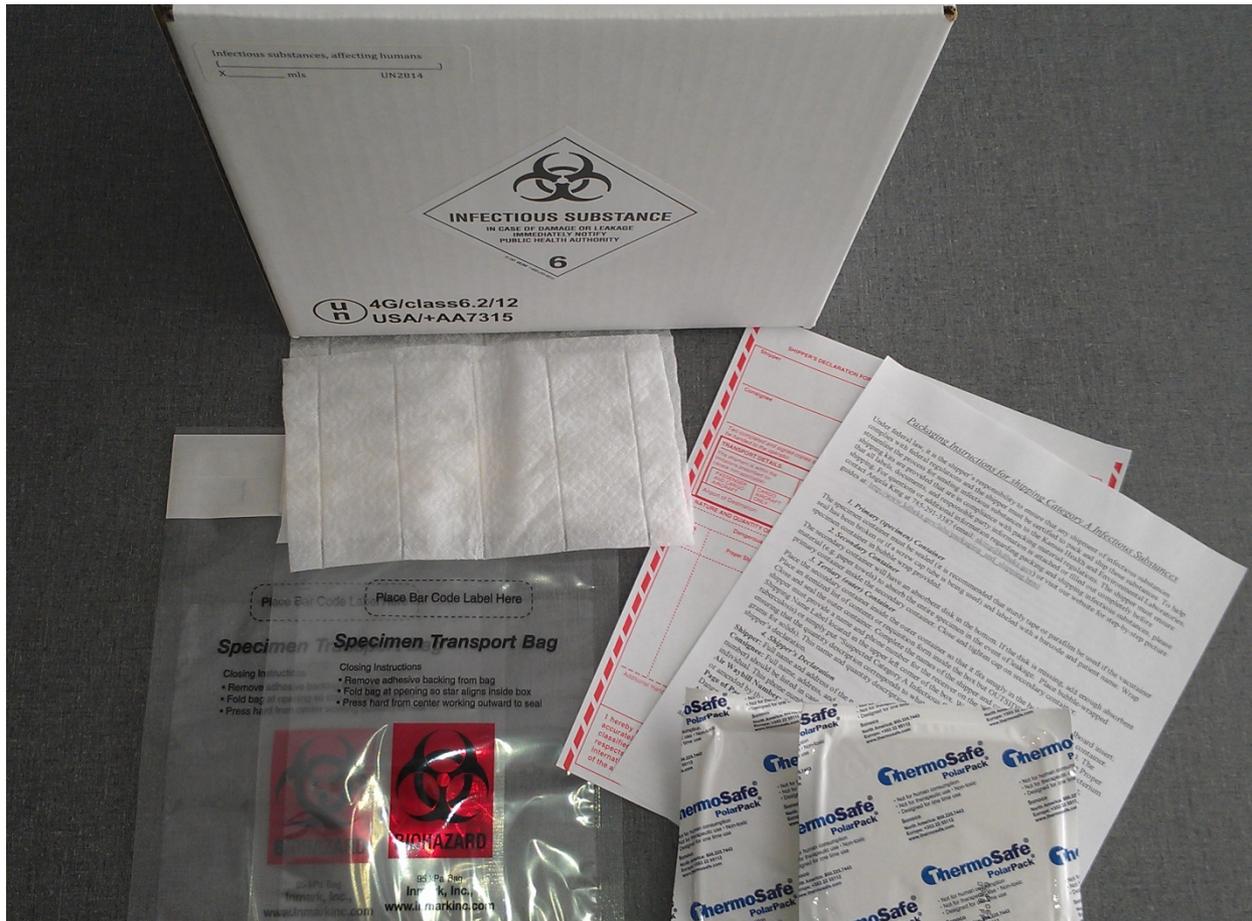


Kansas Health and Environmental Laboratories – Category A Cold Specimen Packaging and Shipping System Pictorial Guide

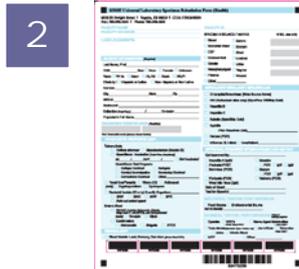


Note: Category A: An infectious substance in a form capable of causing permanent disability or life-threatening or fatal disease in otherwise healthy humans or animals when exposure to it occurs. An exposure occurs when an infectious substance is released outside of its protective packaging, resulting 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.**

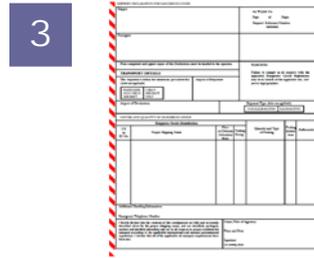
Kansas Health and Environmental Laboratories – Category A Cold Specimen Packaging and Shipping System Guide



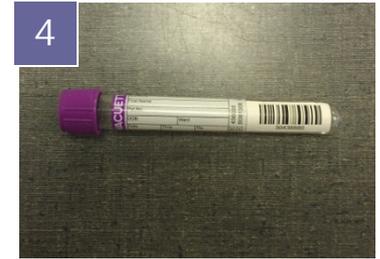
1) Fiberboard and Styrofoam Infectious Shipping System with cold packs; Secondary Containers (95 kPa bags); Absorbent sleeves; Instruction Sheet.



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.



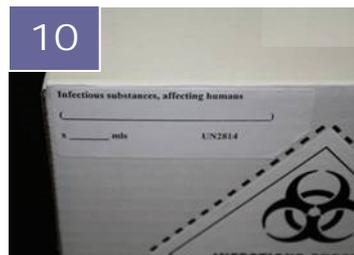
7) Place second cold pack on top of specimen bag then replace Styrofoam container top.



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:** Shippers Declaration form cannot be hand written. Below is a fillable Shippers Declaration pdf that can be printed using this checklist to be sent with your specimen. Alternatively, Saf-T-Pak provides software that can ensure compliance by walking the user through the declaration form free of charge by registering a secure profile. Registration instructions for www.saftpak.com can be found on the KDHE website www.kdheks.gov/labs/downloads/shipdeccomp.html
- Shipper:** Full name and address of the person preparing the shipment.
- Consignee:** 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 consignee and responsible person can be the same individual. This phone number is NOT the 24-hour emergency number listed in another part of the 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 Pages:** The appropriate page number and the total number of pages of the Shipper's Declaration for Dangerous Goods.
- Aircraft Limitations:** Indicate the shipment is packaged to comply with the limitations for cargo aircraft only. Mark out the box that **does not apply** (usually done by "X-ing" it out).
- 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.
- Shipment Type:** Denote whether the substance is "NON-RADIOACTIVE" or "RADIOACTIVE." This is usually done by "X-ing" out the box that is not appropriate for your shipment.
- Nature and Quantity of Dangerous Goods:** Enter the required information strictly in accordance with the regulations you are following (e.g. air: IATA 8.1.6.9, land: 49 CFR, mail: 39 CFR). 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 enter the UN or ID number preceded by the prefix UN or ID. For *infectious substances*, affecting humans use "UN2814" and for *Dry Ice* use "UN1845."
 - Proper Shipping Name:** Enter the proper shipping name for the dangerous good(s) being shipped. The technical name in parenthesis is required: "Infectious Substance, affecting humans (Suspected Category A, Infectious Substance)." If using Dry Ice, you may use "Dry Ice" or "Carbon dioxide, solid" as the proper shipping name.

Checklist for Completing the Shipper's Declaration Page 2 of 2

- Class or Division:** Enter class or division. Example: 6.2 for Infectious Substances and 9 for Dry Ice.
 - Packing Group:** Not applicable for infectious substances. If Dry Ice is used, the Packing Group is "III."
 - Subsidiary Risk:** None for infectious substances, leave blank.
 - Quantity and Type of Packing:** Enter the total net quantity of dangerous goods and the type of material of the outer container (for example: 0.03 kg packed in one Fiberboard box or 1 Fiberboard box x 0.03 kg or 1 4G x 0.03 kg). If shipping with Dry Ice, the quantity must be entered (example: 3 kg). When two or more different dangerous goods are packed in the same outer package, the words "All packed in one" must immediately follow the relevant entries declared above. When an overpack is used, the wording "Overpack Used" must be inserted on the declaration form immediately after all relevant entries relating to the packages within the overpack.
 - Packing Instruction:** For infectious substances (UN2814) transported by air (IATA), use 620. If shipping by air (IATA) with Dry Ice, use 954.
 - Authorization:** This is where a special provision number, such as A81, is entered if needed by your facility.
 - Additional Handling Information:** For Infectious substances there is one item that must be noted here. The 24-hour Emergency Telephone Number (cannot be a beeper or a voicemail, but can be a hired company).
 - Certification Statement:** The shipper's declaration must include the certification statement and the air transport statement.
 - Name and Title of Signatory:** Enter the name and title of the person signing the shipper's declaration.
 - Place and Date:** Enter the place and date to indicate where and when the form is signed.
 - Signature:** The Declaration must be completed and signed by the shipper. The signature should be handwritten; however, facsimile signatures, such as a stamp, are acceptable where applicable laws and regulations recognize the legal validity of the facsimile signatures. Typewritten signatures are not acceptable.
- Note:** Never use whiteout. Always make changes by striking out incorrect information, carefully adding the correct information and then signing the correction (no initials). The shipper's declaration must always be filled out completely.