

**Checklist for Packaging and Shipping  
Diagnostic Specimens  
February 10, 2011**

**DOT Regulation 49CFR Part 173.199 and USPS, 39CFR part 111 (Domestic Mail Manual 601 Mailability, Section 10.7.4) for Biological Substances, Category B have harmonized. These substances, if shipped by USPS, must be sent as First Class, Priority, or Express Mail. Other shippers such as the Metro Courier, FedEx, UPS, etc. may also be used. Use DOT regulations for surface, and vessel transport (e.g. courier), and IATA regulations for air transport (e.g. Fed EX).**

**Primary Receptacle**

- The primary receptacle must be leakproof with a volumetric capacity of not more than 1 L (34 oz), or siftproof with a capacity of not more than 4kg (8.8 lbs).
- Specimen container must be sealed (it is recommended that sturdy tape or parafilm be used if vacutainer seal has been broken or if a screw cap tube is being used), watertight, and cushioned.
- Either the primary receptacle or the secondary container must be capable of withstanding a minimum of 95 kPa (14psi) of pressure and temperatures in the range of –40° F to 131° F.

**Secondary Container**

- Must be leakproof and siftproof.
- Adequate absorbent material must be placed between the secondary and primary container in case of leakage. There must be enough absorbent material to absorb the entire contents of the primary receptacle(s).
- Add additional cushioning material inside of secondary container to ensure the primary receptacle does not break.
- An itemized list of contents or test requisition should be placed outside of the secondary packaging.
- An International Biohazard symbol is required by the USPS.
- Either the primary receptacle or the secondary container must be capable of withstanding a minimum of 95 kPa (14psi) of pressure and temperatures in the range of –40° F to 131° F.

**Outer Package**

- Outer package for liquid specimens should not exceed 4L capacity. Outer package for dry specimens should not exceed 4kg (8.8 lbs) capacity.
- Place the test requisition or itemized list between secondary container and outer packages and cushioning to prevent movement of secondary container.
- Attach a UN3373, Biological Substances Category B label to the outside of the outer package.
- Complete the names, addresses and phone numbers of the shipper and consignee.
- Addresses must be placed on the same side of package as UN3373 when package size is adequate.