# Checklist for Shipping Category B

# Via FedEx to NPHL

A specimen or organism classified as Category B transported outside of NPHL requires these guidelines:

- FedEx is reserved for those laboratories that NPHL ground couriers are not available. Actual FedEx Account number will not be verbally given out. Call 402.598.2348 for FedEx access.
- The organism or specimen (primary container) must be leak proof and should be sealed with tape or parafilm if the primary has a screw cap top.
- Frimary container must be labeled with at least 2 patient identifiers, collect time and date, initials of who collected and the name or source of the contents.

# Category B, Biological Substance UN3373

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 Salmonella spp 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, Covid, MERS, Stool Maintenance)

DO NOT SHIP PROPAGATED TB OR ECOLI O157 AS CATEGORY B

ALL PRIMA	RY/SECONDARY PACKAGING MUST BE DONE IN BIOSAFETY CABINET OR BEHIND
PROTECTI	VE PPE & FACE SHIELD. SECONDARY MUST BE DISINFECTED AND TAKEN TO CLEAN
AREA TO C	OMPLETE FINAL PACKAGING OF OUTER BOX.
☐ Confirm is	solate or patient specimen is a leak-proof primary container. Transfer to leak-proof container if necessary.
☐ Label prin	nary container with all patient identifiers, first/last name, DOB, date and time of collection and source.
☐ Re-enforce	e screw top lids with tape or Parafilm.
☐ Place one	primary container per biohazard bag with adsorbent. Use extra gauze or paper towel if not provided.
	piohazard bag(s). Expel all air and seal.
which con	econdary container MUST be used only when shipping by FedEx. NPHL provides a 95 kPA white Tyvek or clear 95kPA bath plies with these pressure requirements.
	secondary container and take to clean area of lab to complete packaging.
	ndary into rigid outer box, use bubble-wrap to prevent shifting.
_	ed specimens must be shipped in insulated cardboard boxes (Styrofoam/thermo-envelope) with frozen gel-packs
•	ecimens must be shipped with dry ice and require extra labels – UN1845 and Weight in Kg on outside of box
	pleted NUlirt printed batch list or NPHL Test Request form between the secondary and outer rigid box.
	seal box using tape.
-	<b>Labels on OUTER BOX</b> – Address on Airbill must match address on outside of box. Both sets are required.
	UN3373 Biological Substance, Category B Label. UN1845 Dry Ice Labels if frozen specimens only.
	Shipper (person actually physically packaged) – First/Last Name, Full Address (city, state, zip code), and phone number.
	If different than shipper, Responsible Person/Phone number should be listed below shipper address, MUST have immediat
	access during business day and must have knowledge of the contents of the payload.
	Recipient/Consignee – First and Last Name, Full Address with city, state,
□ E-JE- A:	and zip code and Phone number.
	rway Bill– See directions below.
☐ Make cop	y of all paperwork (supporting patient order form, shipping paper, etc.). Save

☐ Tape or place paperwork into clear re-sealable pouch attached to top flap of box. Arrange with NPHL courier for pickup.

all documentation for 2 years in case of possible DOT/FAA inspection in designated

☐ Call Client Services (866) 290-1406 if routine pickup is not available.

☐ Call NPHL P&S Technical Assistance (402) 598-2348 if any questions on shipping, DO NOT ASSUME!

Updated 1/1/2022 Page **1** of **2** 

### ☐ FedEx AIR WAYBILL

- Log into <a href="https://www.fedex.com">https://www.fedex.com</a>. Enter pre-assigned User ID and Password (Provided by NPHL)
- FedEx "To" and "From" section. See Figure 1.
  - o Complete all information in the "From" section, using the name of actual shipper.
  - Complete all information in the "To" section, as follows:
    - Company Nebraska Public Health Lab
    - Contact Name Client Services
    - Address 4400 Emile Street
    - Address MSB 3500 3<sup>rd</sup> Floor Laboratory
    - Zip 68105
    - City Omaha; State Nebraska.
    - Phone 402.559.2440
- FedEx Shipment Details
  - o Ship Date
  - $\circ$  Number of Pkg -1
  - Weight 2 lb
  - o Declared value leave blank
  - Service type Priority Overnight (Never use First Overnight)
  - Pkg Type Your Package
- Dimensions leave blank
- Billing Details Your reference: 33-5301-3476
- Special Services If transporting frozen items, click on Dry Ice, type weight (in lbs) used in package. Dry ice may be obtained from your local grocery store. See Figure 2.
- Notification type in shipper's email address.
- <u>Complete your Shipment</u> On first use, click on "Create a Shipment Profile" to create a profile name for all future shipments.
- ☐ Ship Click and print 2 copies of air-bill, one for laboratory records and one to attach to top of box
  - Make copy of all paperwork (requisition, shipping paper, etc).
  - Save one copy with supporting specimen paperwork (to document what was shipped) in laboratory notebook or other designated area. All shipping documentation must be kept for 2 years according to DOT/IATA regulations.
  - Place Airbill on top of box, do not overlap sides with arrows.
- ☐ Write Dry Ice weight in "kg" on outside of box. Remember conversion is 1 lb., kg = 2.2. If typing 1 lb in airway bill, write 2.2 kg on box. Airbill and Box weight must match.
- ☐ Arrange with FedEx for pickup.

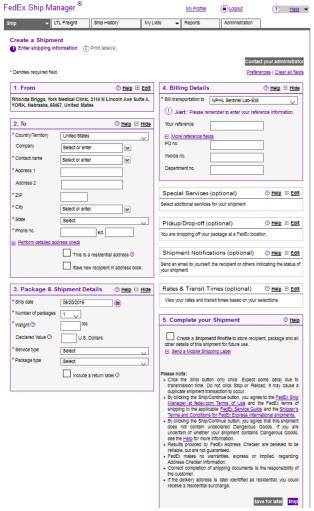


Figure 1 FedEx Airway Bill

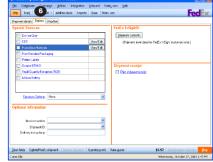


Figure 2 FedEx Special Services section - if Dry Ice used

## References:

- Transporting Infectious Substances Safely, US Department of Transportation Pipeline and Hazardous Materials Safety Administration. October 1, 2006
- 2. Sentinel Laboratory Guidelines for Suspected Agents of Bioterrorism and Emerging Infectious Diseases, Packing and Shipping Infectious Substances, American Society for Microbiology. 20April2021.
- APHL Blue Book <u>Clinical Laboratory Preparedness and Response Guide</u> (aphl.org)

Updated 1/1/2022 Page 2 of 2