

CATEGORY A - INFECTIOUS SUBSTANCES

Responsibilities of the (Commercial) Carrier

The sender (lab) is responsible for the proper packaging and labeling of Category A Infectious Substances offered for transport. However, the courier should be aware of the proper shipping protocol when accepting infectious substances for transport. If the courier is given a package marked *Category A - Infectious Substance* that does not appear to be packaged or labeled according to the regulations given below, the courier should politely notify the sender that the package is not acceptable for transport. The courier should also notify dispatch.

I. DO NOT ACCEPT HAZARDOUS MATERIAL FOR TRANSPORT WITHOUT PROPER **PACKAGING AND LABELING**

Packaging

A properly packaged specimen(s) deemed *Category A - Infectious Substance* must be triple packaged as shown in **Figure 1**.

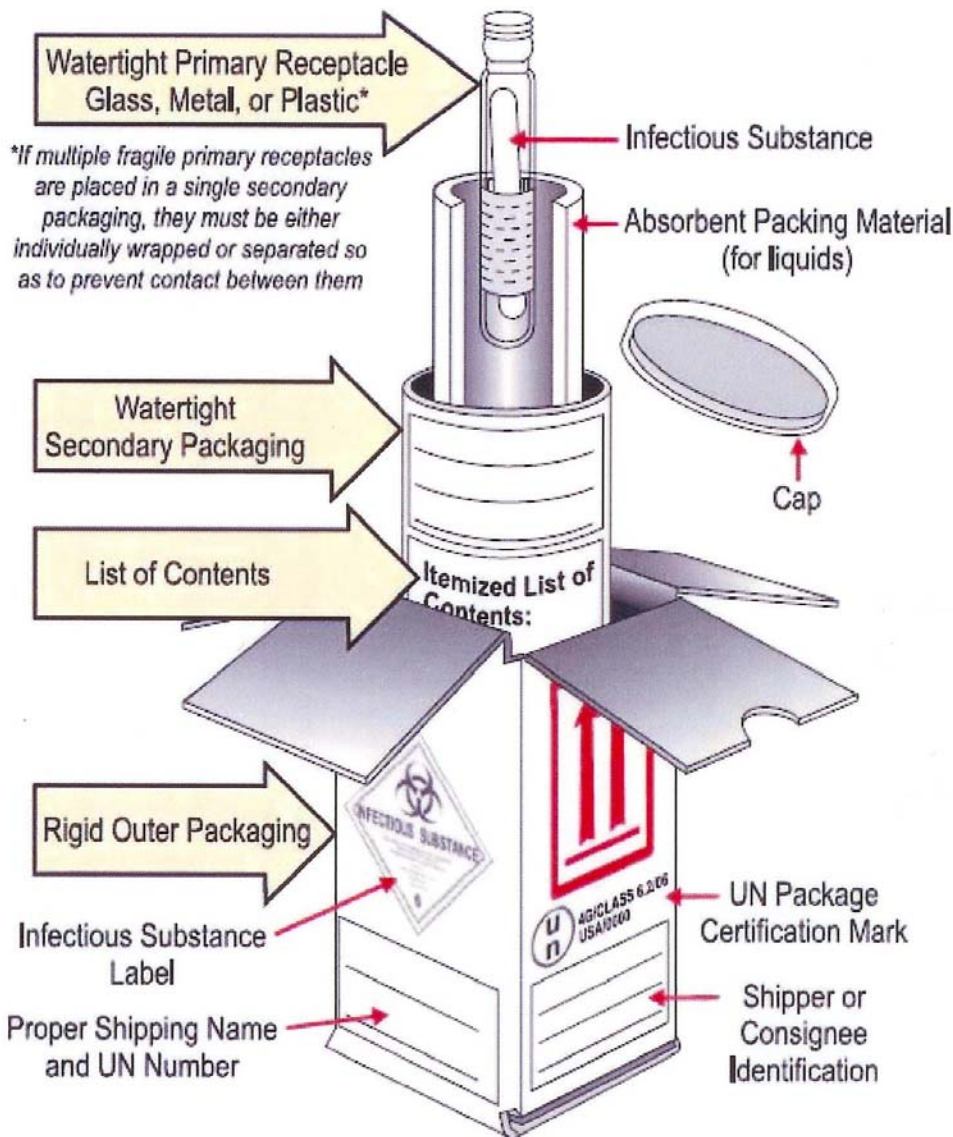


Figure 1.

Labeling

A properly labeled *Category A – Infectious Substance* package offered for transport must have the following identification clearly visible on the outer box:

1. Hazmat Shipping Name and Identification Number (**Figure 2.**)
2. UN certification mark (**Figure 3.**)
3. Hazard Class Label ('Infectious Substance' diamond, **Figure 4.**)
4. Shipping Paper in a clear packing list envelope. The shipping paper must show the name, address, and 24-hour phone number of the **sender** and the **recipient**.

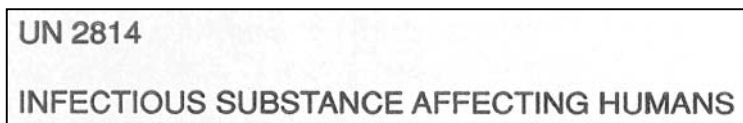


Figure 2.



Figure 3.



Figure 4.

II. DO NOT ACCEPT HAZARDOUS MATERIAL FOR TRANSPORT WITHOUT PROPERLY PREPARED SHIPPING PAPERS

Shippers Declaration

1. A carrier may not transport a hazardous material unless it is accompanied by a properly prepared shipping paper ('Shippers Declaration'). See attached examples.
2. The sender must prepare the shipping paper in triplicate and must include the following:
 - ✓ SHIPMENT DATE
 - ✓ PRINTED NAME of SENDER
 - ✓ SIGNATURE of SENDER
3. The sender will attach 2 copies (original and duplicate) to the package and keep one copy for their records. The sender is required to retain their copy for 2 years from ship date.
4. Before accepting the package, the courier should check the shipping papers. If not properly signed and in duplicate, the courier should politely notify the sender the package cannot be accepted for transport until shipping papers are in order. Courier should also notify dispatch.
5. If shipping papers are in order:
 - ✓ Mark the date/time for pickup and delivery on the top right hand corner of the shipping paper in the page margin.
 - ✓ Return one copy (original) to the packing list envelope attached to the package. The sender and recipient addresses should be clearly visible. Close the packing list envelope securely; this copy should be delivered to the recipient along with the package.
 - ✓ Keep duplicate copy of the shipping paper with your paperwork in the vehicle at all times while the package is in transport.

III. TRANSPORTING CATEGORY A – INFECTIOUS SUBSTANCES BY VEHICLE

Availability and Retention of Shipping Paper

A driver of a **motor** vehicle containing hazardous material, and each carrier using such a vehicle, shall ensure that the shipping paper is readily available to, and recognizable by, authorities in the event of accident or inspection. Specifically, the driver and the carrier shall:

1. Clearly distinguish the shipping paper, if it is carried with other shipping papers or other papers of any kind, by either distinctively tabbing it or by having it appear first; and
2. When the driver is at the vehicle's controls, the shipping paper shall be within his immediate reach while he is restrained by the lap belt; and readily visible to any person entering the driver's compartment.
3. When the driver is not at the vehicle's controls, the shipping paper shall be on the driver's seat in the vehicle.
4. At the end of the route, after package has been delivered, courier will give the duplicate shipping paper to the direct supervisor. Shipping papers must be retained by the carrier and available for inspection for 375 days after the date of acceptance.

Securing Packages During Transport

Driver must strictly follow security procedures when transporting specimens.

1. Secure package in appropriate temperature cooler in the vehicle for transport.
 - 1) Default is room temperature
 - 2) Package should be placed in it's proper upright position as indicated on the labeling.
 - 3) Coolers and packages must be secured against movement within the vehicle under conditions normally incident to transportation.
2. No unauthorized persons are allowed access to vehicles.
 - 1) Vehicle must be locked when unoccupied (anytime you are outside the vehicle for any reason).
 - 2) No unauthorized passengers are allowed.

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

Shipper: Hinsdale Hospital Laboratory
120 N. Oak Street
Hinsdale, IL 60521

Telephone: 630-856-7835

Consignee: Elmhurst Memorial Hospital Laboratory (Microbiology)
200 Berteau Avenue
Elmhurst, IL 60126

Contact Telephone: 1-630-941-4542 (ask for Microbiology Lab)

This Declaration must be completed in triplicate and include shipping date and signature of sender. Sender keeps one copy and retains for 2 years from ship date. Carrier must receive 2 copies (original in duplicate). Warning: Failure to comply in all respects with the applicable Dangerous Goods Regulations is a breach of agreement with the Cosignee, and may lead to legal penalties. This Declaration must not under any circumstance be completed and/or signed by a consolidator, a forwarder or an IATA cargo agent.

NATURE AND QUANTITY OF DANGEROUS GOODS

<u>Proper Shipping Name</u>	<u>Class or Division</u>	<u>UN or ID No.</u>	<u>Packing Instruc.</u>
Infectious Substances affecting Humans Organism:	6.2	2814	602

Quantity and Type of Packing

1 Fibreboard box 5 g

Additional Handling Information

Emergency Contact Telephone:

I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.

Name of Signatory: _____ Title: _____

Place: Elmhurst, Illinois 60126 Date Shipped: _____

Signature _____

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

Shipper: Elmhurst Memorial Hospital Laboratory (Microbiology)
200 Berteau Avenue
Elmhurst, Illinois 60126

Telephone: 1-630-941-4542 ask for Microbiology Lab

Consignee: Illinois Department of Public Health
Division of Laboratories
2121 W. Taylor Street
Chicago, Illinois 60612

Contact Telephone: 1-312-793-4747

This Declaration must be completed in triplicate and include shipping date and signature of sender. Sender keeps one copy and retains for 2 years from ship date. Carrier must receive 2 copies (original in duplicate). Warning: Failure to comply in all respects with the applicable Dangerous Goods Regulations is a breach of agreement with the Cosignee, and may lead to legal penalties. This Declaration must not under any circumstance be completed and/or signed by a consolidator, a forwarder or an IATA cargo agent.

NATURE AND QUANTITY OF DANGEROUS GOODS

<u>Proper Shipping Name</u>	<u>Class or Division</u>	<u>UN or ID No.</u>	<u>Packing Instruc.</u>
Infectious Substances affecting Humans	6.2	2814	602
Organism			

Quantity and Type of Packing

1 Fibreboard box 5 g

Additional Handling Information

Emergency Contact Telephone: 630-941-4542 Client Service #. Press 0# after hours, transfers to main lab

I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.

Name of Signatory: _____ Title: _____

Place: Elmhurst, Illinois 60126 Date Shipped: _____

Signature _____

REFERENCES

1. Federal Hazardous Materials Transportation Law
Title 49 U.S.C.
Subtitle III—General And Intermodal Programs
Chapter 51 — Transportation Of Hazardous Material¹
Sec. 5110. Shipping papers and disclosure

2. Code of Federal Regulations
Title 49--Transportation
Subtitle B--Other Regulations Relating To Transportation
Chapter I--Pipeline And Hazardous Materials Safety Administration, Department Of Transportation
Subchapter C--Hazardous Materials Regulations
 - **PART 172--Hazardous Materials Table, Special Provisions, Hazardous Materials Communications, Emergency Response Information, Training Requirements, and Security Plans**
Subpart C--Shipping Papers
§ 172.201 Preparation and retention of shipping papers.
§ 172.204 Shipper's Certification.
Subpart H—Training
§ 172.704 Training requirements.

 - **PART 173--Shippers--General Requirements For Shipments And Packagings**
Subpart D—Definitions Classification, Packing Group Assignments and Exceptions for Hazardous Materials Other Than Class 1 and Class 7
§ 173.134 Class 6, Division 6.2—Definitions and exceptions.
Subpart E—Non-bulk Packaging for Hazardous Materials Other Than Class 1 and Class 7
§ 173.196 Category A infectious substances.

 - **PART 177--Carriage By Public Highway**
Subpart A--General Information And Regulations
§ 177.817 Shipping papers.
§ 177.834 General requirements.