CHECKLIST FOR ALL DRY ICE SHIPMENTS WHICH DO NOT CONTAIN HAZARDOUS
MATERIALS /BIOLOGICAL SUBSTANCE CATEGORY B/INFECTIOUS
SUBSTANCES/GENETICALLY MODIFIED ORGANISMS (FEDEX-International)

Expanded Service International Air Waybill

Sender must complete the following:

☐ Section 1 (From/Sender Information)
☐ Section 2 (To/Recipient Information)
☐ Section 3 (Shipment Information)
   Need to be very specific in your description (ex.- seawater samples on dry ice)
☐ Section 4a/4b (Type of package service required)
☐ Section 5 (Packaging)
   • Check off “Other” box
☐ Section 6a (Special Handling)
   • Check off box that indicates Yes for Dangerous Goods with no Shippers Declaration
     required.
   • Check off Dry Ice box and include number of boxes and total amount of dry ice in
     each package in kilograms (1 kg = 2 lbs.)
☐ Section 7a/7b (Payment)
☐ Section 8 (Internal Billing Reference)
☐ Section 9 (Required Signature)

Additional Paperwork Required for International Shipments

Sender must complete the following document:

☐ Commercial Invoice (one original and two copies)

Packaging

☐ Proper shipping container for dry ice includes a Styrofoam insert for the Dry Ice and a
   strong outer cardboard box.
☐ Package must be able to permit the release of carbon dioxide gas and prevent the
   buildup of pressure that could rupture the packaging.
☐ Item being shipped on dry ice must be in a leak-proof inner container.

Marking and Labeling

If using the attached Dry Ice label, the following applies:

☐ 1. Package must be labeled with a Class 9 Dry Ice label (see next page), which includes
   the proper shipping name: Dry Ice, 9, UN1845
☐ 2. Number of packages and amount of dry ice in kg must be filled out in top right corner
   of label. Use indelible marker. Prefer black.
3. Total kg of dry ice in the package must be filled out in lower left corner of label in indelible marker. Prefer black.

If using the Class 9 DOT label, the following applies:

- Proper shipping name must be on the package: **Dry Ice, 9, UN1845**
- Total kg of dry ice in package must be marked on the package