

Rutgers Environmental Health and Safety Office

CHECKLIST FOR SHIPMENT OF PATIENT SPECIMEN WHICH DOES NOT CONTAIN DRY ICE / HAZARDOUS MATERIALS / BIOLOGICAL SUBSTANCE - CATEGORY B / INFECTIOUS SUBSTANCES / GENETICALLY MODIFIED ORGANISMS (FEDEX-DOMESTIC)

Patient Specimens are defined as those collected directly from humans or animals, including but not limited to excreta, blood and its components, tissue, and tissue fluid swabs, and body parts being transported for purposes such as research, diagnosis, investigational activities, disease treatment, and prevention.

USA Airbill

Sender must complete the following:

- Section 1 (From/Sender Information)
- Section 2 (Billing Information)-Optional
- Section 3 (To/Recipient Information)
- Section 4a/4b (Shipping Service Information)
- Section 5 (Packaging Information)
 - Check off “Other” box
- Section 6 (Special Handling Information)
 - Check off No box for dangerous goods
- Section 7 (Billing Information)

Packaging

- Specimen is in triple packaging which includes the following components:
 1. A leak-proof primary receptacle(s)- these can be glass, metal, or plastic. Liquid specimens must be leak-proof and must not contain more than 1 L.
 2. Solid specimens must be siftproof and not contain more than 500g.
 3. A leak-proof secondary packaging-must be certified by the manufacturer prior to use.
 4. An outer packaging – must be rigid consisting of corrugated fibreboard, wood, metal, or plastic and be appropriately sized for its capacity, mass and intended use, and with at least one surface having minimum dimensions of 100mm x 100mm. Package does not contain more than 4L for liquids or 4kg for solids.

For liquids, absorbent material in sufficient quantity to absorb the entire contents must be placed between the primary receptacle(s) and the secondary packaging so that, during transport, any release or leak of the liquid substance will not reach the outer packaging and will not compromise the integrity of the cushioning material.

If shipping multiple fragile primary receptacles in a single secondary packaging, they must be either individually wrapped or separated to prevent contact between them.

Marking and Labeling

“Exempt Human Specimen” or “Exempt Animal Specimen”, as appropriate, must be marked clearly and legible on the outside of the package.