INFECTIOUS SUBSTANCE CATEGORY A (UN 2814) SHIPPING
SAFE OPERATING PROCEDURES
FOR AUTHORIZED PERSONNEL ONLY

1. TRAINING: Shipper is required to complete the following training through E,H&S:
   • Infectious Substance Transporting
   • HazMat Security Awareness

2. DETERMINING THE CLASSIFICATION OF SHIPMENT - Every time you ship a new infectious substance, consult E,H&S. E,H&S will guide you through the determination of the classification for the specific infectious substance. If the infectious substance is not in category A & UN 2814, E,H&S will provide you with different instruction.

3. PACKAGING

   Purchasing UN Certified Packaging Materials From “Label Master”
   • Package to be shipped in ambient environment: order P/N: KIDS262A (2 small secondary containers) or P/N: KIDS62AWR (single wide mouth secondary container)
   • Package to be shipped in dry ice: order P/N: HMS-69110

   Packing: follow packing instructions on the box. If shipping with dry ice, purchase 5 kg of dry ice when ready to ship. HEB is one of the vendors who carry dry ice.
   • Make sure each vial is labeled.
   • Make sure secondary container is labeled with all primary containers’ content.

4. MARKING OF THE OUTER BOX: Make sure shipping address is on top of the box and the following labels are affixed on one side of the box. The “Infectious Substance Class 6” sticker should come with the packaging materials. Make the rest of the labels and tape them on box.
   • UN 2814 shipped in ambient environment
   • UN 2814 shipped with dry ice: Same as the above labels. In addition, use the “Class 9” sticker that comes with the packaging materials. Make label for dry ice with its mass in kg and tape label on box.

5. SHIPPING COMPANY: Use Fed Ex for convenience. If you need to use another carrier, contact E,H&S for guiding you with compliance to your carrier’s requirements.

6. SHIPPING PAPER: Fill out Fed Ex shipping paper. Attach it to the package.

7. DECLARATION OF DANGEROUS GOODS FORM: Fill out a “Declaration of Dangerous Goods” form and attach it to the package.

8. CALL FOR PICK UP: Call Fed Ex for pick up when you are ready for pick up.