



**GALAXY***diagnostics*

## Shipping Instructions for Clinical Specimens (UN 3373 Cat B)

All clinical specimens possibly infected with *Bartonella spp* bacteria are considered **UN 3373 Biological Substances Category B**. The UN 3373 Category B designation is regulated under the US Department of Transportation (DOT) Transportation of Hazardous Materials Regulations (HMR) for domestic shipments and under the International Air Transport Association (IATA) Dangerous Goods Regulations (DGR) for international shipments worldwide.

Samples should be packed according to UN 3373 Category B packaging, labeling, and shipping requirements. Basic instructions for the required **TRIPLE PACKAGING** method are provided below with links to more information.

### TRIPLE PACKAGING REQUIREMENTS

- (1) Primary containers that meet KPA 85 standards (e.g., vacuum tubes with space left for expansion)
- (2) Wrap primary containers separately in absorbent material for spills and packed securely against impact in leak-proof secondary container (e.g., biohazard bag, plastic screw top container)
- (3) Secondary container should be securely packed in rigid outer box with required test form(s)
- (4) Temperature control devices, e.g., gel packs or ice packs (NO LOOSE ICE!) may be packed in secondary container or in outer box. \*
- (5) All shipping docs should be placed in unsealed pouch with shipping label.

\*Please note that shipping on dry ice is possible, but more complicated. Dry ice is regulated as hazmat under UN 1845 and special training is required for handling and packaging in foam and rigid outer box. Importantly, some couriers (like Fedex) do not like shipping outer foam boxes, even in rigid cardboard outer box, and will charge an extra pickup fee.

### HELPFUL LINKS FOR UN 3373 CATEGORY B SHIPPING:

[http://www.cdc.gov/nceh/vsp/cruiselines/OPRP/docs\\_word/diagnostic\\_specimen\\_shipping\\_detailed.doc](http://www.cdc.gov/nceh/vsp/cruiselines/OPRP/docs_word/diagnostic_specimen_shipping_detailed.doc)

<http://images.fedex.com/downloads/shared/packagingtips/pointers.pdf>

<http://www.ups.com/content/us/en/resources/ship/hazardous/responsible/diagnostic.html>

<http://www.dhl-usa.com/custserv/serviceupdates/Bulletin7.asp?nav=FindServInfo/ServiceUpdates>

### DOMESTIC SHIPPING DOCUMENTATION

- Test Request Form(s) – 1 per patient in the box
- Domestic airbill – ground shipping less expensive

### INTERNATIONAL DOCUMENTATION

- Test Request Form(s) – in the box
- International airbill – 2-3 day
- 3 copies Proforma/Commercial Invoice
- Copy of required import/export permits for possibly or known infectious material \*\*

\*\* Please contact Galaxy directly to request copy of US import permit. Shipper addresses must be reported to the CDC for first time shipments.

## Sample Commercial Invoice

Please note that individual couriers may provide fillable commercial invoice forms. Basic information is reflected in this example.

COMMERCIAL INVOICE					
Date: February 5, 2010			Carrier:		
Reference #:			Airbill #:		
SHIP FROM			SHIP TO		
Name:			Name: Galaxy Diagnostics, Inc.		
Street Address:			Street Address: 2 Davis Drive, RTP		
City, State, Postal Code:			City, State, Zip: Durham NC 27709		
Country:			Country: USA		
Phone:			Phone: 919-354-1055		
PACKAGE INFORMATION					
Qty	Pkg	Volume	Description	Weight	Value
2	tubes	8 ml	Diagnostic Specimens: tissue or bodily fluid, possibly infected with Bartonella spp bacteria	< 1 lb	\$10
Total Packages		2	Total		
I declare all the information contained in this invoice to be true and correct.					
_____			_____		
Shipper's signature			Date		