Packaging & Shipping Evaluation Checklist for LRN-B Rule-out Samples

Submittal Laboratory:_____ **Date:** _____

MDH Evaluator: _____

Sample Identifier:_____

☐ **MDH Laboratories Administration notified prior to sending**

◯ **Category A (see reverse side)**
◯ **Category B**

Category B

Courier under Materials of Trade (MOT) Exceptions:	**Yes**	**No**
Exterior packaging		
• Addressed "Attn: Specific Person/Specific Laboratory"	◯	◯
• Adequate size and strength for weight, capacity, and intended use	◯	◯
• Proper shipping name OR common name (i.e. blood, human specimen, clinical specimen)	◯	◯
• Absorbent material	◯	◯
Inner packaging/primary receptacle—leak proof and sealed	◯	◯
International biohazard label on inner packaging or outer packaging	◯	◯
Quality of specimen acceptable	◯	◯

OR

Shipping Method: ☐ ***FedEx*** ☐ ***Other***	**Yes**	**No**
Exterior packaging and labeling		
• Shipper name and address	◯	◯
• Consignee name and address ("Attn: Specific Person/Specific Laboratory")	◯	◯
• UN 3373 label (Note: if dry ice is used, UN 1845/Class 9 label is required)	◯	◯
• Red orientation arrows	◯	◯
• Adequate size and strength for weight, capacity, and intended use	◯	◯
Inner Packaging		
• Itemized list of contents between secondary packaging and outer packaging—may be on secondary pressure vessel or laboratory requisition (e.g. "Biological Substance; Category B UN 3373; 1 x 4 ml; 2 ml total")	◯	◯
• Secondary pressure vessel (e.g. Tyvek envelope)	◯	◯
• Biohazard bag (watertight and leak proof)	◯	◯
• Absorbent sheet in biohazard bag (must be sufficient to absorb entire contents of shipment)	◯	◯
• Primary receptacle—must be watertight (sealed with parafilm or tape)	◯	◯
o Swab or agar slant (it is against IATA regulations to send specimens on agar plates)	◯	◯
Is the temperature of the specimen within the appropriate range?	◯	◯
Is the quality of the specimen acceptable?	◯	◯

Comments: _____

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Category A

Shipping Method: ☐ ***FedEx*** ☐ ***Courier*** ☐ ***Other:*** _____	**Yes**	**No**
Shipper's Declaration	○	○
• Consignee name and address	○	○
• Shipping address	○	○
• Transport details: CARGO AIRCRAFT ONLY crossed off	○	○
• Shipment type: RADIOACTIVE crossed off	○	○
• Nature and Quantity of Dangerous Goods	○	○
o UN2814, Infectious substance	○	○
o Proper shipping name (Suspected Category A Infectious Substance)	○	○
o Division 6.2	○	○
o Total quantity (e.g. 3 ml)	○	○
o Packing instructions: 620	○	○
• Form is signed	○	○
Exterior packaging and labeling		
• Shipper name and address	○	○
• Consignee name and address ("Attn: Specific Person/Specific Laboratory")	○	○
• Name and phone number of person responsible	○	○
• Class 6.2 Dangerous Goods label	○	○
• UN 2814 label	○	○
• Proper shipping name on UN 2814 label	○	○
• Quantity of dangerous good (e.g. 3 ml)	○	○
• All labels placed properly (on same side of box, etc.)	○	○
• Red orientation arrows	○	○
• Airway bill included and marked properly	○	○
• Adequate size and strength for weight, capacity, and intended use	○	○
Inner Packaging		
• Inner box or equivalent	○	○
• Itemized list of contents between secondary and inner packaging—may be on secondary pressure vessel or laboratory requisition (e.g. "Infectious Substance Affecting Humans; UN 2814; 1 x 4 ml; 3 ml total")	○	○
• Secondary pressure vessel (e.g. Tyvek envelope)	○	○
• Biohazard bag (watertight and leak proof)	○	○
• Absorbent sheet in biohazard bag (must be sufficient to absorb entire contents of shipment)	○	○
• Primary receptacle—must be watertight (sealed with parafilm or tape)	○	○
o Swab or agar slant (it is against IATA regulations to send specimens on agar plates)	○	○
Is the temperature of the specimen within the appropriate range?	○	○
Is the quality of the specimen acceptable?	○	○

Comments: _____
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