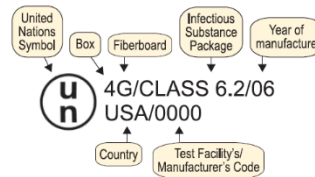


## Quick Guide for Packaging and Labeling Category A Infectious Substances

**Category A infectious substances must be packaged according to DOT regulations (49 CFR §173.196) which harmonize with IATA Standards (Packing Instructions #620).**

Category A Samples must be shipped in a UN Certified 6.2 Mailing System with the following markings:

SAMPLE OF UN PACKAGE CERTIFICATION MARK



***Employers must certify that employees shipping Category A infectious substances have been trained and tested, as required by 49 CFR §172.704.***

### 1. PRIMARY Receptacle

- **Must be leak proof.** To reinforce seal - stretch and wrap parafilm around the outside of the closed container. *Wrap the parafilm in the same direction (clockwise) you screw on the top to prevent loosening of the cap.*
- Wrap the primary receptacle with a cushioning and absorbent packing material. There must be enough absorbent material to contain the entire liquid contents if the primary receptacle is broken.
- Specimens should be packed securely but not so tightly as to be difficult to remove from the container.

### 2. Place the primary receptacle into the **SECONDARY** container supplied as part of the UN Certified Mailing System.

- Place primary receptacle in a biohazard bag or other leak proof container.
- Ensure that secondary container is sealed and leak proof before placing in outer container. Verify that any ring seals or gaskets are intact.
  - Do not place requisitions or paperwork inside of the secondary container.
  - Do not place ice, ice packs or dry ice in the secondary container.

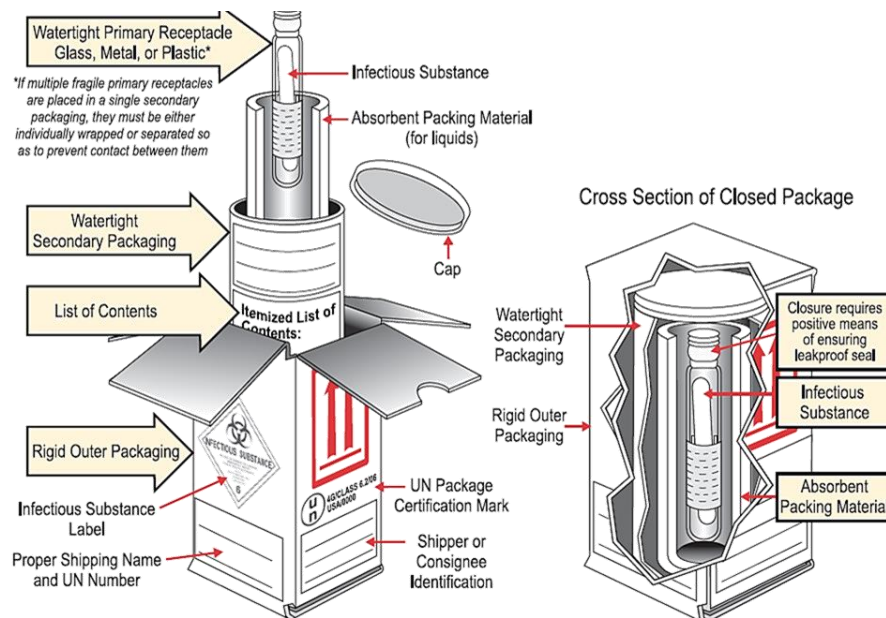
### 3. Place a **BIOHAZARD LABEL** on the outside of the **SECONDARY** container. *This is required by OSHA.*

- **DO NOT** place this label on the **OUTER** container.
- The package may be **REJECTED** if the biohazard label is on the outer container.

### 4. Place the secondary container in the outer mailing container supplied as part of the UN Certified Mailing System. *UN Certified 6.2 Mailing Systems will have the UN Package Certification mark and orientation arrows on the side.*

### 5. If cold packs are needed, place them *between* the secondary and outer container. ***Do not use wet ice.***

6. Place the requisition or accompanying documents into a plastic zip-lock bag. *An itemized list of the primary container must be placed between the secondary container and the outside packaging.*
7. Close the outer mailing container, following the manufacturer's instructions.
8. Place an Infectious Substance 6.2 label on outer mailing container.
9. Place a Proper Shipping Name and UN ID Number label on the container.
10. Write the Shipper and Consignee addresses on the outside of the outer mailing container.
11. Write the name and telephone number (with area code) of a responsible person (*24-hour contact*) on the outside of the outer mailing container.



12. A **shipper's declaration of dangerous goods** must be attached to the outside of the Category A shipment. Basic description must follow the proper sequence:
  - **ISHP** (Identification number, Proper Shipping Name, Hazard Class, Packing Group (*N/A for Division 6.2*))
    - Example: UN2184, Infectious Substance Affecting Humans (*technical name*), 6.2
    - Technical name (49 CFR §172.203) (Shipping Papers Only)
      - If known: Genus and species of organism (*no abbreviations*)
      - If unknown: "Suspected Category A Infectious Substance"
  - *Dry Ice must be added to the shipper's declaration when shipped with Category A substances.*
  - Include the name and telephone number (with area code) of the responsible person (*24-hour contact*) on the shipper's declaration.
13. **Ground Shipments Only:** A copy of Guide 158 from the **Emergency Response Guidebook for First Responders** appropriate for the contents of the package should be attached to the outside of the shipping container.
  - 2020: <https://www.phmsa.dot.gov/sites/phmsa.dot.gov/files/2020-08/ERG2020-WEB.pdf> (pp. 252-253)
  - Updated every 4 years. Updated versions may be found at: <http://www.phmsa.dot.gov>