



1. Scope and Application

This procedure applies for packing and shipping of Exempt human/animal specimen.

2. Responsibility

It is the responsibility of every technologist who packs and prepares the documents of shipping.

3. References

3.1 IATA Dangerous good regulation manual.

4. Materials

Triple package

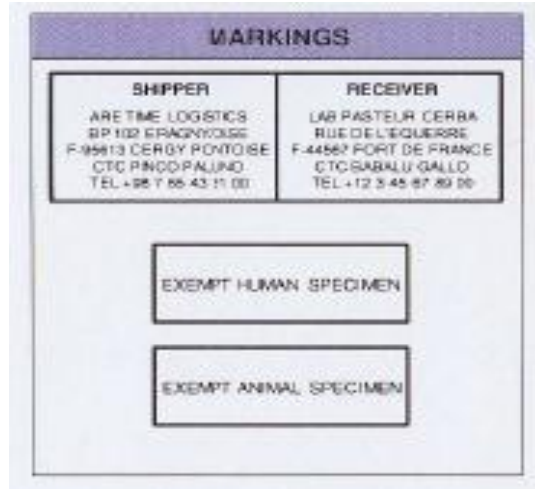
- Gloves
 - Primary containers (leak proof)
 - Secondary container (leak proof)
 - Rubber bands
 - Dry ice / Ice packs (optional)
 - Absorbent material
 - Inner lining and cushioning material
 - Outer container must be of adequate strength
- (a) Markings
- Shippers name and address
 - Receivers name and address
 - Name and telephone number of responsible person (who is available 24hrs a day until shipment arrives)
 - Proper shipping name
 - If dry in Dry ice, dry ice markings also should be used

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Dry ice Markings

UN1845 dry ice
Net quantity _____ kg

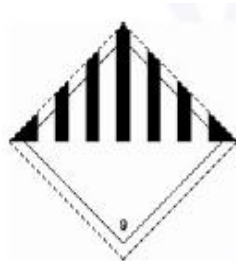
Carbon dioxide, solid (dry ice) marking

The net weight of the dry ice must be marked on the outside of any package containing dry ice.

(b) Labels

- None are required (unless shipping with dry ice)
- If in Dry ice, Dry ice label/Miscellaneous label should be used

Dry ice Label / Miscellaneous Label



Carbon dioxide, solid (dry ice) label

This label should be placed on the outside of any package containing dry ice.

Specimen

Specimen with medical assessment has determined a minimal likelihood that pathogens are present.

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5. Procedure

5.1. Principle

To reduce the risk of damage to the samples (such as breakage of the sample containers), to maintain sample temperature (as required), and to ensure and provide the entire document that are needed to receipt.

5.2. Procedure

5.2.1 Packing without Ice

- Open secondary container
- Insert absorbent material
- Don gloves
- Cushion primary container
- Place primary container in secondary container
- Doff gloves
- Close secondary container
- Place secondary container in outer container
- Insert laboratory test instructions and description of materials
- Close outer container

5.2.3 Packaging with Ice packs

- Open outer container
- Remove the secondary container
- Open secondary container
- Insert absorbent material
- Don gloves
- Wrap cushioning materials around primary container
- Place primary container in secondary container
- Doff gloves
- Close secondary container
- Wrap laboratory test instructions around secondary container

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- Place secondary container into designated space in outer container
- Put ice packs in between secondary and outer container
- Close outer container
- Ensure proper marking

5.2.3 Packaging with Dry Ice

- Open outer container
- Remove the secondary container
- Open secondary container
- Insert absorbent material
- Don gloves
- Wrap cushioning materials around primary container
- Place primary container in secondary container
- Doff gloves
- Close secondary container
- Wrap laboratory test instructions around secondary container
- Place secondary container into designated space in outer container
- Fill outer container with dry ice(dry ice should be filled in between secondary and outer container)
- Close outer container
- Ensure proper labeling and marking (especially with dry ice)

6. Interpretation NA

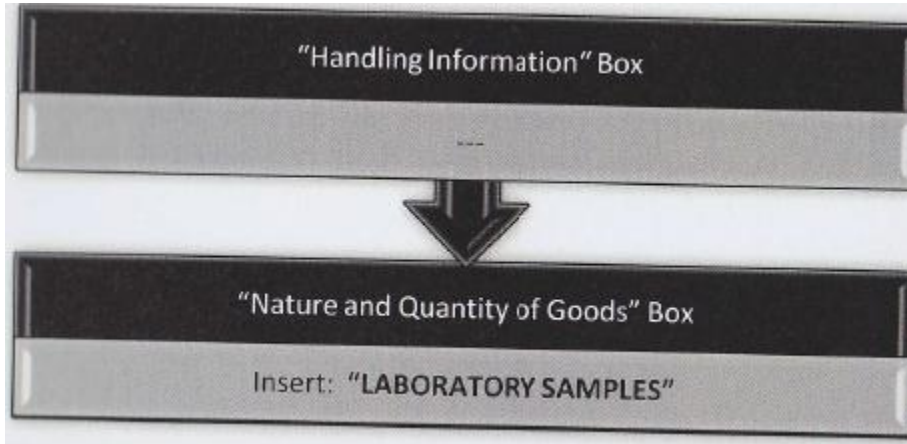
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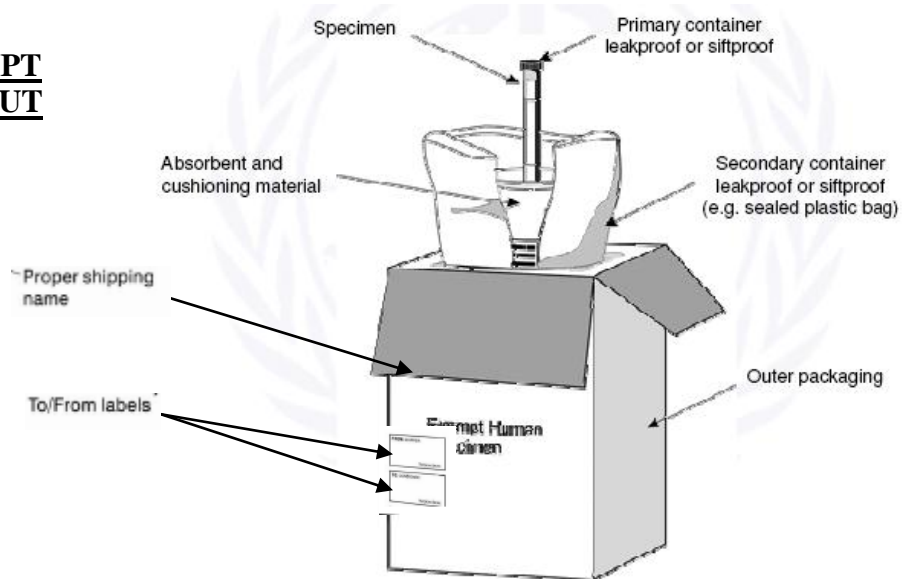
7. Documentation

All Exempt substances being shipped by air must have a completed Air Waybill. The Air Waybill is the standard shipping document for all shipments of goods by air. The shipper or operator must complete the Air Waybill. Individuals completing the Air Waybill should insert the following information in the appropriate Air Waybill boxes.

If the shipper is not shipping the Category Exempt substance by air the Air Waybill does not need to be completed.



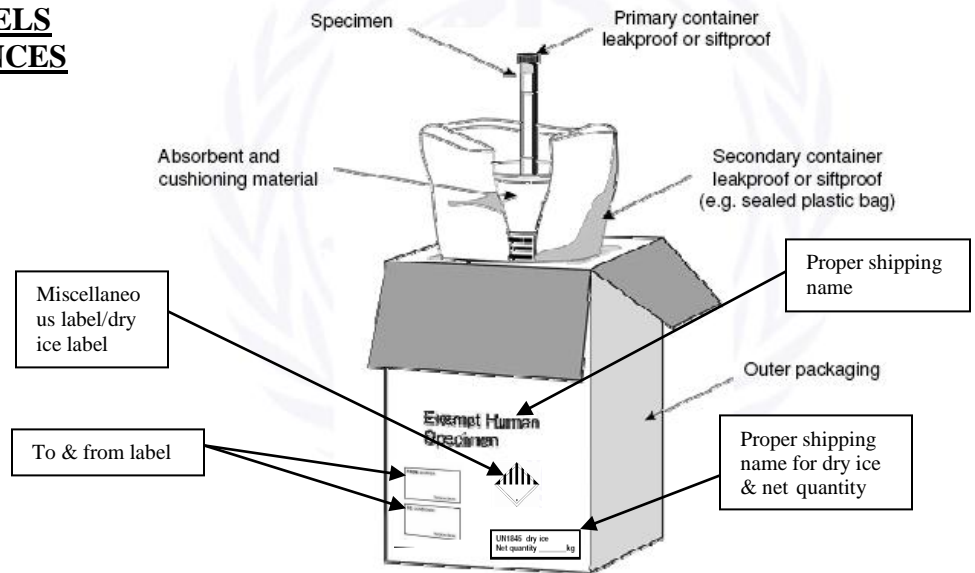
MARKINGS OF EXEMPT SUBSTANCES WITHOUT DRY ICE



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**MARKINGS AND LABELS
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WITH DRYICE**



8. End of Document

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