

C.E. Kord Animal Health Diagnostic Lab

Using KAHDL Prepaid FedEx Shipping Labels

The C.E. Kord Animal Health Diagnostic Laboratory (KAHDL) provides prepaid FedEx shipping labels for \$25 to clients who ship specimens to the lab. This manual outlines packing requirements to comply with federal safety regulations and to increase the protection of FedEx and KAHDL personnel.

Biological and chemical materials shipped through commercial means are regulated through the U.S. Department of Transportation (USDOT) and the International Air Transport Association (IATA). Either organization may levy fines up to \$200,000 or more if materials are found to be shipped out of compliance. Materials commonly shipped to and from KAHDL include, but are not limited to, bacterial cultures, possibly infectious biological specimens, and chemical preservatives such as formaldehyde.

Biological materials that are not preserved or inactivated will fall into one of three categories:

- Category A – infectious substances in a form that can cause permanent disability, life-threatening or fatal disease in otherwise healthy humans or animals.
- Category B – infectious or potentially infectious substances outside of Category A that have not been professionally determined that they are unlikely to contain a pathogen.
- Exempt Patient Specimens – specimens judged by a professional (such as a veterinarian) are not likely to contain a pathogen.

Additionally, please note that KAHDL does not accept the following samples:

- Category A Infectious Substances
- Primate Samples

Quick Start Guide

1. Does your sample fall into Category A or is it a primate sample?
 - a. If yes, do not send this sample to KAHDL.
 - b. If no, proceed to Question 2.

2. Is your specimen a dried blood spot or a fecal occult screening test?
 - a. If yes, follow proper shipping instructions found in section [Basic Secondary Containment](#).
 - b. If no, continue to Question 3.

3. Are you sending a specimen that has been preserved in 10% formalin without an alcohol stabilizer?
 - a. If yes, follow proper shipping instructions found in section [Basic Secondary Containment](#).
 - b. If no, continue to Question 4.

4. Is your specimen preserved in something other than 10% formalin without an alcohol stabilizer?
 - a. If yes, go to section [Preserved Specimens](#) for detailed instructions.
 - b. If no, continue to Question 5.

5. Have you consulted your veterinarian and received a professional judgement that your sample is unlikely to contain pathogens?
 - a. If yes, go to section [Exempt Animal Specimen](#) for detailed instructions.
 - b. If no, go to section [Category B](#) for detailed instructions.

Basic Secondary Containment

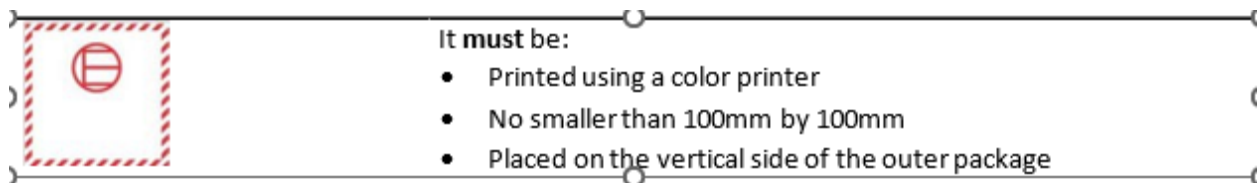
All samples must be packaged as follows or may incur USDOT or IATA fines up to \$200,000. Primary containment – the container your sample is in direct contact with, such as a tube, a screw top container, or other receptacle.

- Must be able to secure the container with a lid in addition to tape or Parafilm
- Must have the content, hazard, and ownership on or with the container
- Do not use the FedEx shipping box as your primary container.
- Secondary containment – the container holding your primary container. This may be a bag or other leakproof container to contain any leaking material from the primary container.
 - May contain multiple primary receptacles if they are wrapped or physically separated from each other
 - Must be sealed
 - Must contain enough absorbent material to absorb the contents of all primary containers should they spill
 - Do not use the FedEx shipping box as your secondary container since it is not leakproof.
- Tertiary containment – the FedEx shipping box. This should contain required labels and acts as a last resort if both primary and secondary containers are compromised.
 - Must be rigid
 - Must have a secure lid
 - Must be adequate in strength
 - Must be at least 4 x 4 inches
 - Must securely fit the secondary container along with padding
- If you are shipping more than 50 mL of liquid, use orientation labels on at least two opposing sides of your tertiary containment.
- Refrigerants such as gel-packs should be placed inside the tertiary container but outside the secondary container.
- Labels should be 2 x 2 inches at minimum and include the following:
 - Contact person name, address, and phone number
 - Proper shipping name
 - UN or NA number as needed

Preserved Specimens

Specimens that are chemically preserved and are not 10% formalin (also known as 3.7-4% formaldehyde) typically fall under USDOT or IATA regulations for dangerous goods. Please refer to our list below for the most common preservatives excluding 10% formalin. If the preservative used for your sample is not listed, please contact us and we can provide further information. Biological and chemical materials shipped through commercial means are regulated through the U.S. Department of Transportation (USDOT) and the International Air Transport Association (IATA). Either organization may levy fines up to \$200,000 or more if materials are found to be shipped out of compliance.

- Formaldehyde (10-25%) without alcohol – this is a class 9 dangerous good and cannot be shipped with KAHDL FedEx prepaid shipping labels and boxes. For ground transport, this can be transported in limited, or excepted, quantities up to 5L, provided the outer packaging is within regulations. The NA number is NA3082. The labeling should follow the excepted quantity guidelines below.
- Formaldehyde (<25%) with alcohol – this is a class 8 dangerous good and cannot be shipped with KAHDL FedEx prepaid shipping labels and boxes. For ground transport, this can be transported in limited, or excepted, quantities up to 5L, provided the outer packaging is within regulations. The UN number is UN1198. The labeling should follow the excepted quantity guidelines below.
- Formaldehyde (>25%) – this is a class 8 dangerous good and cannot be shipped with KAHDL FedEx prepaid shipping labels and boxes. For ground transport, this can be transported in limited quantities up to 5L, provided the outer packaging is within regulations. The UN number is UN2209. The labeling should follow the excepted quantity guidelines below. When shipping any of the substances listed above in excepted quantities, use the Excepted Quantity label. It is best to print it onto an adhesive backed label.




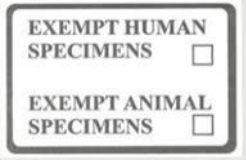
Exempt Animal Specimen

Animal specimens may be exempted from regulations if it is determined by a professional such as a veterinarian that it is unlikely to contain pathogens. Criteria for this professional determination are:

- Specimen must be taken directly from the animal.
- There are no local outbreaks of infectious disease at the time of extraction.
- Animal displays no symptoms of infectious disease.
- Medical history does not indicate pre-existing infectious disease.
- Specimen has minimum likelihood of containing a pathogen.

Specimen types that fall into these categories include, but are not limited to, excreta, secreta, blood and its components, tissue and tissue fluid swabs, and body parts being transported for purposes such as research, diagnosis, investigational activities, disease treatment, or prevention.

These labels must be on the vertical side of the outer package when shipping exempt human or animal specimens:

LABEL	NAME
	Shipper and Receiver Address label
	Exempt Human Specimens and Exempt Animal Specimens combined label


Category B

A Category B infectious substance is one which does not meet the criteria for inclusion in Category A and has not been designated as an exempt specimen. This can be animal, bacterial, viral, or fungal material transported for research, diagnosis, disease, or treatment. By default, this includes all cultures excluding those for Category A pathogens. Cultures are the result of a process by which pathogens are intentionally propagated and are separate from animal specimens.

The prepaid FedEx shipping labels and boxes are for ground transport only, and the directions below are for USDOT-governed transportation only. If you intend to ship your sample by air, please contact us for more information.

Required Category B Labeling: Proper shipping name: "Biological substances, Category B"

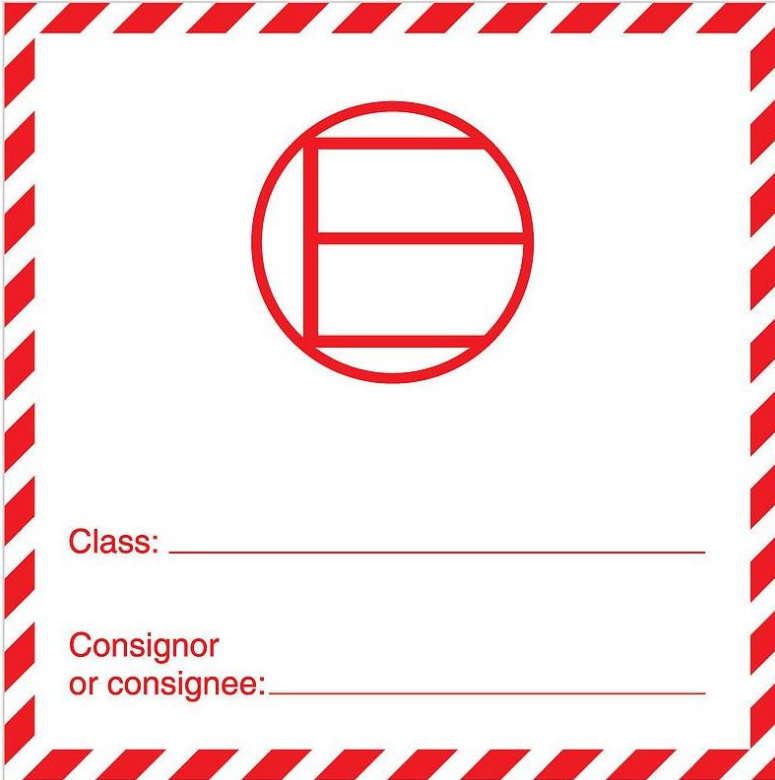
- UN Number: UN3373
- Primary and secondary packaging must be leakproof
- Secondary packaging must include an absorbent packing material
- Tertiary, or outer, packaging must be rigid
- Outer packaging must contain cushioning material to prevent damage
- Shipper/Responsible party information
- Orientation labels

LABEL	Name
PERSON RESPONSIBLE <u>DR. JOHN DOE</u> (TELEPHONE NUMBER) <u>1-214-123-4567</u>	Shipper/Responsible Party Label NOTE: This label must be on the outside of the package.
	UN3373 label Category B infectious substances and UN3373 label NOTE: The outer package must bear two labels or one (1) combined label

Printable Labels

Excepted Quantities

Print this page and cut out labels to affix to the box. Use wide clear packing tape to completely cover labels. This label must be printed in color and have the hazard class number on the first line and the name and address of the shipper or consignee on the second line if it isn't on the shipping label.



Class: _____

Consignor
or consignee: _____


Exempt Specimens

Print this page and cut out labels to affix to the box. Use wide clear tape to completely cover labels.

EXEMPT HUMAN SPECIMENS	<input type="checkbox"/>
EXEMPT ANIMAL SPECIMENS	<input type="checkbox"/>

Category B

Print this page and cut out labels to affix to the box. Use wide clear tape to completely cover labels.

 UN3373
BIOLOGICAL SUBSTANCE CATEGORY B



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