



## Shipper Responsibilities

Your test send-out area is considered the “shipper” when you send specimens to a reference laboratory. Therefore, your send-out area must understand and follow regulations for shipping infectious substances affecting humans.

It is the responsibility of the “shipper” to ensure correct identification, classification, packaging, labeling, marking, and documentation for all shipments of infectious substances. The first step is to train staff on how to ship dangerous goods:

[news.mayocliniclabs.com/dangerous-goods-training/](https://news.mayocliniclabs.com/dangerous-goods-training/)

## Two Categories of Specimens

IATA and ICAO have established 2 categories of specimens, Category A and Category B. Both specimen types require specific packaging and handling procedures designed to protect anyone who comes in contact with the package. The shipper (your send-out staff) must decide in which category specimens belong.

## IATA Infectious Substances Classification

For a list of Category A infectious substances, see Infectious Substances Classification at [www.iata.org/en/programs/cargo/dgr/download/](http://www.iata.org/en/programs/cargo/dgr/download/)

If the test you are sending to Mayo Clinic Laboratories includes one of the pathogens listed in IATA Infectious Substances Classification, it should presumptively be considered Category A infectious. Of course, medical knowledge can override generalities. Some specimens may not be capable of transmitting disease. The judgment of your medical director should prevail.

## Category A Packaging – Supplies Needed

- T570 – 1 infectious box, 6 room temperature cool packs, 1 rigid transport container, 2 bubble bags, 2 absorbent sheets, 2 6×8 zip lock bags, 1 ambient biohazard bag with c sticker



**Note:** Category A shipments require Shipper’s Declaration. For details, see IATA Dangerous Goods Regulations section 8.1 – Shippers Declaration

# Infectious Specimen Shipping Guidelines (continued)

for Dangerous Goods.

## Category B Packaging – Supplies Needed

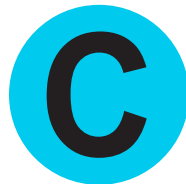
- T146 – 1 rigid transport container, 2 bubble bags, 2 absorbent sheets, 2 6×8 zip lock bags, 1 ambient biohazard bag with c sticker
- Mayo Shipping Box (multiple options available, see MayoClinicLabs.com)



## Affixing the C Label

Mayo Clinic Laboratories' policy is to treat all actively growing cultures with extra care. To alert the send-out laboratory, the courier, and the receiving laboratory that the box contains a culture, these containers must each have affixed to them a blue C Label (T549):

- Specimen bag
- Styrofoam lid
- Shipping box



Affix a blue “C” label to each specimen bag containing any culture, whether that culture is classified as Category A or as Category B. If you do not have a Mayo Clinic Laboratories' courier who picks up and ships your specimens for you, affix blue “C” labels to the Styrofoam lid and to the outside of the box as well.



**Be sure to** complete every label and document correctly.



## Contact Us

Mayo Clinic Laboratories Global Logistics  
800-533-1710  
507-266-5700  
[mclgloballogistics@mayo.edu](mailto:mclgloballogistics@mayo.edu)

# Infectious Specimen Shipping Guidelines (continued)

## Shipper's Declaration for Dangerous Goods – Example

The shipper (either you or the courier) must fill out a Shipper's Declaration for Dangerous Goods for any Category A infectious substance.

SHIPPER'S DECLARATION FOR DANGEROUS GOODS							
<b>Shipper</b>				Air Waybill No.			
				Page 1 of 1 Pages			
				Shipper's Reference No. (optional)			
<b>Consignee</b>							
Mayo Clinic Laboratories 3050 Superior Drive NW Rochester, Minnesota 55905 (800) 533-1710				<b>MAYO CLINIC LABORATORIES</b>			
<small>Two completed and signed copies of this Declaration must be handed to the operator.</small>				<b>WARNING</b>			
<b>TRANSPORT DETAILS</b>				Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.			
This shipment is within the limitations prescribed for:		Airport of Departure (optional):					
(delete non-applicable )							
PASSENGER AND CARGO AIRCRAFT	<b>XXX</b>						
Airport of Destination (optional):				Shipment type: <i>(delete non-applicable)</i>			
Rochester, Minnesota				NON-RADIOACTIVE <del>XXXXXXXXXX</del>			
NATURE AND QUANTITY OF DANGEROUS GOODS							
Dangerous Goods Identification							
UN or ID No.	Proper Shipping Name	Class or Division (subsidiary hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Authorization	
UN2814	Infectious substance, affecting humans (suspected category A, infectious substance)	6.2		ONE (1) FIBREBOARD BOX Total Volume _____ mL	620		
Additional Handling Information							
24 hour number (800) 535-5053 InfoTrac Account #104136							
Responsible Person: Dr. William G. Morice, II (800) 533-1710							
I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.				Name of Signatory			
				Date			
				Signature <i>(See warning above)</i>			