

## Shipping Checklist for Category B

Shipper Name: \_\_\_\_\_ Carrier Name: \_\_\_\_\_ Date: \_\_\_\_\_

General Requirements	OK?
Have you completed the IATA shipping training in the past 24 months? If you are not sure, log into MyREHS ( <a href="http://myrehs.rutgers.edu">http://myrehs.rutgers.edu</a> ) with your NetID and click the “My Training Records” button at the top of the screen.	
Are you aware that you can contact REHS if you have any questions or concerns or if you want someone to review your package and paperwork? (email: <a href="mailto:biosafety@rutgers.edu">biosafety@rutgers.edu</a> , phone: 848-445-2550 or 973-972-4812). Please provide at least 48 hours advanced notice.	
Have you properly identified and classified the materials you are shipping? Note: It is illegal to ship a material as Category B if you know that it is not Category B. Therefore, you must not “over-classify”.	
If any other hazardous materials are present aside from the Category B material and dry ice, did you contact REHS (email: <a href="mailto:shipping@rutgers.edu">shipping@rutgers.edu</a> ) for assistance with this shipment?	
Have you contacted the R.U. Office of Corporate Contracts to ask if your shipment requires a Materials Transfer Agreement (MTA)? (reference: <a href="https://ored.rutgers.edu/corporate-contracts/contact-us">https://ored.rutgers.edu/corporate-contracts/contact-us</a> )	
(For international) Have you received approval from the Export Control Unit of the Rutgers Office of Research and Regulatory Affairs (848-932-4528, <a href="https://orra.rutgers.edu/exportcontrol">https://orra.rutgers.edu/exportcontrol</a> ) for this shipment?	
Exterior Packaging	
Are you using an approved Category B shipping box for which the box manufacturer has performed and documented the required integrity testing? If you are unsure, contact REHS for guidance. <i>REMINDER: you must prepare the box/package according to the manufacturer’s instructions (usually printed on the box lid/flap).</i>	
Is the box of adequate strength with at least one surface having minimum dimensions of 100 x 100 mm (4 x 4 inches)?	
Is the box in good condition (structurally sound, free of water damage, rips, tears and major dents)?	
Are old labels and markings covered? Avoid peeling off the old labels since this damages the box. Cover them instead.	
Are the shipper and consignee (recipient) names and addresses legible, complete, and clearly visible?	
Is the “UN3373” label attached and oriented properly?	
Are all hazardous material labels (e.g., UN3373 and dry ice) affixed to the same side of the box and not overlapping or wrapped around the corners?	
Are the words “Biological Substance Category B” marked on the label or box?	
Is the full name and phone number (cell phone, not lab phone) of the “Responsible Person” marked on the outside of the box?	
(For liquids) Are orientation arrows affixed on two opposing sides of the box?	
Inner Packaging	
Did you use leak-proof primary and secondary receptacles?	
Is a biohazard symbol affixed to one of the inner packagings?	
Did you enclose an itemized list of contents between the secondary packaging and outer box (the list should include the type of material, number of vials/containers, and weight/volume per container)?	
Does the primary or secondary container/packaging meet the 95kPa rule (e.g., envelope or bag is marked 95 kPa)?	

(For liquids) Did you use screw cap tubes and seal the primary receptacle with parafilm or tape?	
(For liquids) Is absorbent material (enough to absorb entire contents of shipment) placed between the primary and secondary packagings?	
<b>Paperwork/Documentation</b>	
(For paper air waybills) Did you mark the appropriate check box to indicate the presence of dangerous goods (e.g., “Yes, shipper’s declaration not required”)? And mark the Dry Ice box (if applicable)?	
(For electronic waybills/ shipping labels): If the shipping company’s website is not allowing you to indicate that your shipment contains dangerous goods (or dry ice), contact your account representative with the company.	
(For both paper and electronic) Did you write “UN3373 Biological Substance, Category B” in either the dangerous goods section of the paper air waybill or in a blank area on the computer-generated shipping label?	
Did you request that the recipient sign for the delivery (e.g., “Direct Signature” option)? Dangerous goods cannot be left unattended at the delivery location so the recipient must sign for the package.	
If permits are required (e.g., CDC, USDA, foreign agency), are copies included on the outside of the package?	
(For international) Did you include a commercial invoice on the outside of the package (e.g., with shipping papers)?	
<b>** Remember to keep copies of all shipping paperwork for at least 2 years.</b>	

<b>Additional Requirements for Materials of Trade (MOT) Shipments:</b>	<b>OK?</b>
Does the package meet all of the general and packaging requirements on the Category B checklist (above) aside from the 95 kPa packaging rule and the items for waybills and international shipments?	
Are you carrying each of the following items in your vehicle along with the package?	
<ul style="list-style-type: none"> <li>• Valid Driver’s License?</li> </ul>	
<ul style="list-style-type: none"> <li>• A copy of the MOT brochure from the U.S. Department of Transportation?</li> </ul>	
<ul style="list-style-type: none"> <li>• Safety Data Sheets (SDS) for any hazardous materials (if applicable)?</li> </ul>	
<ul style="list-style-type: none"> <li>• The Rutgers MOT Transport Form (signed in ink by your supervisor)?</li> </ul>	
<ul style="list-style-type: none"> <li>• A copy of your Rutgers MOT Disclosure Form (and the original was given to REHS)?</li> </ul>	
Do you have a spill kit to carry along with the package? It should include disinfectant, personal protective equipment and any other supplies needed for spill clean-up.	
Has package been secured within the vehicle to prevent shifting during transport?	
(For dry ice) If the package is in the passenger compartment, is at least one window partly open to allow release of carbon dioxide that may build up in your car?	
Are you transporting the package within the State of New Jersey? Prior approval must be received from REHS (email: <a href="mailto:biosafety@rutgers.edu">biosafety@rutgers.edu</a> ) if you need to transport Materials of Trade items outside of New Jersey.	
<b>** Remember to keep copies of all MOT shipping paperwork for at least 2 years.</b>	

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