

Standard Operating Procedure VIII: Shipment of Specimens

****NOTE: Persons shipping biological specimens and dry ice must be trained in Transportation of Dangerous Goods (Classes 6 and 9) and IATA regulations.**

Shipping documentation

1. A commercial invoice must be created for customs brokers for shipments leaving Canada.
2. A blank of this can be found on the TRC laptop at:
C:\Users\Carolyn Lemieux\Desktop\TRC\TRC Office\Shipments\CustomsInvoice.doc
3. Information required:
 - a. Sender, sender's internal hospital address and phone number
 - b. Consignee (receiver), their address and phone number
 - c. Account to charge to (either consignee's Fedex or Purolator account, or LHR F7685 where TRC is covering shipping costs, or investigator's cost centre)
 - d. Contents of shipping package
 - Under description of goods, non-hazardous biospecimens are "EXEMPT HUMAN SPECIMEN – Biological specimen for diagnostic purposes"
 - If the specimen is believed to have pathogens, it is described as "CLINICAL SPECIMEN – Biological Substance, Category B, UN 3373"
 - For dry ice "DRY ICE AS REFRIGERANT, UN 1845"
 - e. There are further instructions on the 2nd page of the commercial invoice from step 2.
4. Require 3 copies of the commercial invoice to accompany package.

Packaging

More information can be found at:

http://images.fedex.com/us/services/pdf/PKG_Pointers_Specimens_2007.pdf

1. Place the specimen(s) in the container within a sealed plastic bag containing enough absorbent material for the volume of specimen (liquid).
2. Place the plastic bag with the specimen in the bottom of a Styrofoam shipper.

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3. The Styrofoam shipper then gets placed inside a cardboard box
4. Add enough dry ice to last 2 to 3 days (5 kg or more for international shipments) on the top.
5. Seal the outer cardboard box with packing tape.
6. Place dry ice label on outer surface of box (may be obtained from shipping and receiving). Add addresses for shipper and consignee to label and the weight of dry ice being used.
7. ****Order dry ice one day in advance from Sure Arc Welding, 519-455-4420**
8. If the specimen is infectious, use a UN 3373 label as well.

Shipping

1. Before preparing shipment, confirm with receiver that they will be in to receive shipment
2. Transport package to be shipped and documentation to the VH shipping and receiving area located on the 1st floor, Zone C.
3. Give package and documentation to person responsible for shipping using the preferred courier (Les Davis for FedEx). They will:
 - a. Weigh the package for you
 - b. Enter all of the information into the computer waybill system
 - c. Return the tracking number to you when they are finished
 - d. Attached commercial invoice to packaging
4. Track shipment using courier website tracking
5. If there are delays, call the courier directly to determine the issue and resolve it.
6. Confirm receipt of the specimen with the consignee.
7. Place all relevant information in the TRC Shipment Log found on laptop at:
C:\Users\Carolyn Lemieux\Desktop\TRC\TRC Office\Shipments\Shipment Log.xlsx

Special Note 1.1: To avoid burns, Dry Ice should always be handled using the cold-proof leather gloves located in room A5-137.