

Sentinel Laboratory Checklist

Biological Substances Category B UN3373

Via NPHL Ground Courier

Packaging Instructions - **The shipper is legally responsible for complying with these regulations**, for following prescribed instructions, and for packing substances correctly to ensure the safety of all personnel who handle the package before, during, and even after shipment to the point of acceptance of the package by the consignee.

Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.

Examples of Category B pathogens: The list is provided as guidance only, not all inclusive and subject to change:

Category B Shipper

Biological Substance UN3373 (Brown Shipper)

Reportable organisms required to ship to NPHL for further studies, to comply with State Regulations Title 173:

Bordetella pertussis
Haemophilus influenza (sterile site)
Listeria monocytogenes
Neisseria meningitidis
Salmonella spp
Vibrio cholerae

Propagated growth that does not meet criteria of Category A must be assigned to UN3373 Biological Substance, Category B (ie. Staph, Strep, GNR, GPR, fungal, rapid growing Mycobacterium)

- Use brown shipping system provided by NPHL with UN3373 label.
- Transfer organism to primary container using laboratory protocol. Label primary container with at least 2 patient identifiers, date and the name of the contents.
- Place primary container and absorbent material in biohazard bag. Expel all air and seal.
- Wrap primary container/biohazard bag snugly in piece of bubble wrap to prevent shifting in secondary vessel. Multiple primary containers must be wrapped to prevent contact between them.
- Place biohazard bag/bubble wrap in the round secondary vessel. **DO NOT PLACE DRY ICE INSIDE SECONDARY VESSEL.**
- Thread lid onto the vessel and close tightly.
- Place vessel into the outer box with Fibreboard Coil.
- Place completed NPHL Special Microbiology Requisition between the vessel and outer container.
- Seal box using clear tape.
- OUTER BOX LABEL** - Manually complete the following lines on pre-printed label on outer box:
 - Responsible Person – print name
 - Phone number. **Responsible Person MUST have immediate access to phone number given during business day and must have knowledge of the contents of the shipper.**
- NPHL Ground Courier Category B Shipping Paper** – complete the following:
 - Responsible Person and Phone Number, same as listed on outside of box.
 - List of Contents – list all organism shipped in secondary vessel
 - Total Quantity – list number of plates or tubes
 - Complete Shipper Name Box:
 - Print Name – who actually physically packaged the Category B material
 - Signature
 - Date
- Make copy of all paperwork (requisition, shipping paper, etc). **Save all shipping documentation for 2 years** in NPHL Packaging and Shipping Division 6.2 Materials Notebook under shipping records tab or other designated area.
- Place paperwork into clear resealable pouch attached to top flap.
- Arrange with NPHL courier for pickup. Call 24/7 pager (402)888-5588 if routine pickup is not available.