

Category B Shipping Paper NPHL Ground Courier Respiratory Specimens Only

Responsible Person: Name _____ Facility _____ Address _____ City, State, Zip _____ Phone number _____		
Consignee: Client Services Nebraska Public Health Laboratory 4400 Emile Street MSB 3500 (Pathology) Omaha NE 68105 Phone (866) 290-1406	WARNING Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties	
List of Contents (organism name)	Shipping Description	Total Quantity (number plates or tubes)
<div style="background-color: yellow; width: 100%; height: 20px; border: 1px solid black;"></div>	UN3373, Biological Substance Category B, Division 6.2	<div style="background-color: yellow; width: 100%; height: 20px; border: 1px solid black;"></div>
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 labeled/placarded, and are in all respects in proper condition for transport according to the applicable international and national governmental regulations.	Shipper Name (print): _____ Signature: _____ Date: _____	

Shipping Instructions of Respiratory Specimens for Transport to Nebraska Public Health Lab

Note: Refrigerate Specimens immediately after collection for receipt at NPHL

Patient specimens are placed in the Category B box labeled as UN3373 Category B, Biological Specimens. Shipping kits contain biohazard bag, gel pack, Cool Shield bubble™ liner and paperwork.

- Keep shipping box in clean area only.
- Wear appropriate PPE and gloves when collecting specimens. See http://nphl.org/documents/NPHL_2022_Respiratory_Specimen_Collection_and_Transport_Instructions.pdf
- In the “dirty area” (patient room, lab), label specimen container with patient identifiers, First/Last name & DOB, date & time of collection, source (nasal or NP) and initials of person collecting specimen.
- While wearing gloves, place each individual specimen into small biohazard bag provided with absorbent material. **Disinfect outside of biohazard bag(s)** with Clorox wipe, roll up until all air is expelled and seal.
- Place all bags together into larger biobag. Seal, **disinfect outside of bag** with Clorox wipe, remove gloves.
- In the “clean area,” place frozen gel-pack(s) and specimen(s) in styrofoam insulated box or cooling liner.
- Seal liner and place in box.
- Order patient test in NUIirt. See NUIirt instructions at [NUIirt Electronic Order Entry Instructions for Collecting and Handling Laboratory Specimens from Nebraska Patients with Suspected COVID-19](#)
- Place completed NUIirt printed batch list between the inner styrofoam or thermo lining and outer box lid.
- Seal box using shipping tape.
- Shipper/Consignee address needs to be on the Cardboard Box & Ground and Air Shipping Paper**
 - Shipper Label
 1. Full name and address (**person physically packaging specimen**)
 2. 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.**
 3. Responsible Person: Full name of person who knows contents of package.
 - Recipient’s (consignee) label: **Client Services, Nebraska Public Health Lab, 4400 Emile Street MSB 3500 (Regional Pathology), Omaha NE 68105 Phone: 866.290.1406**

Ship by contracted Ground Courier

- Complete entire NPHL Ground Shipping paper and place in clear pouch or tape to box top.
- Arrange a ground courier by calling 24/7 **Phone: 866.290.1406** (Sat-Sun after 3pm 402-888-2086)

Ship by FedEx or UPS

- Shipped containers are placed into special 95kPA compliant biohazard bags with OverPak.
- Label box as described above to include shipper and recipient addresses.
- Boxes that are small than 4 inches on one side must be placed FedEx UN3373 OverPak and seal.
- Place airway bill (provided by NPHL-contact 402.559.7774) on the UN3373 Overpak.

Copy all paperwork (requisition, shipping paper or airway bill) and save for 2 years



Place labeled specimen into small bag with adsorbent material and disinfect.



Place all small bags into larger bag and **disinfect**.



In clean area, place frozen gel-pack and specimen bag into liner or styrofoam seal. Place NUIirt batch list on top, tape box lid closed. Complete all shipping paperwork and address labels.



FEDEX ONLY – Place all small biohazard bags into larger 95kPA compliant biohazard bag, then place into liner with frozen gel-pack, seal. Place liner into approved box, seal. Use FedEx OverPak if box small than 4” on one side.