










Step 4: Labeling, Marking, and Documenting Requirements Job Aid

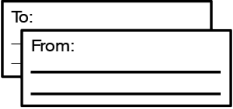
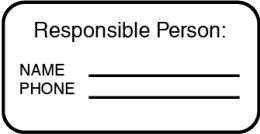


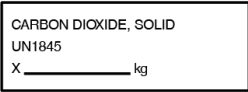
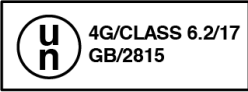

Use the table below as a reference for labeling, marking, and documenting requirements for the various classifications and modes of transport. This job aid is a component of the free, on-demand CDC training course “Packing and Shipping Dangerous Goods: What the Laboratory Staff Must Know.” Find the course at <https://www.cdc.gov/labtraining>.

Mode of Transport	Classification	Required Labeling & Marking	Required Documentation
Motor vehicle courier	Not subject to DOT regulations	Outer packaging: <ul style="list-style-type: none"> • Shipper and consignee information 	None
	Category B	Outer packaging: <ul style="list-style-type: none"> • Biological substance label • Shipper and consignee information • UN identification number, UN 3373 • Proper shipping name - Biological Substance, Category B • Name and telephone number of the person responsible • Package orientation labels on opposite faces if more than 50 ml of liquid 	None
	Category A	Outer packaging: <ul style="list-style-type: none"> • UN specification mark • Infectious substance label • Shipper and consignee information • UN identification number, UN 2814 • Net quantity of infectious substance • Proper shipping name - Infectious substance, affecting humans or animals • Name and telephone number of the person responsible for shipment (available 24/7) • Package orientation labels on opposite faces if more than 50 ml of liquid 	<ul style="list-style-type: none"> • Itemized list of contents • Shipping papers with a 24/7 emergency contact (Shipper’s Declaration can satisfy) • Emergency response information, such as Guide 158.
	Dry ice	Outer packaging: <ul style="list-style-type: none"> • UN1845 mark • Net weight of dry ice in kg • Class 9 Miscellaneous Dangerous Goods label • Proper shipping name - Carbon dioxide, solid or Dry Ice • Category B substances should indicate that the material being refrigerated is being transported for diagnostic or treatment purposes (e.g., frozen medical specimens) 	None

Mode of Transport	Classification	Required Labeling & Marking	Required Documentation
USPS	Substances that do not meet Category A or B criteria	Follow DOT ground transport for Category B, omitting the UN identification number, UN3373, and proper shipping name - Biological Substances, Category B	None
	Exempt Human Specimen or Exempt Animal Specimen	Outer packaging: <ul style="list-style-type: none"> • Exempt human specimen or exempt animal specimen labels • Shipper and consignee address 	None
	Category B	Outer packaging: <ul style="list-style-type: none"> • Biological substance label • Shipper and consignee information • UN identification number, UN 3373 • Proper shipping name - Biological Substance, Category B • Name and telephone number of the person responsible • Package orientation labels on opposite faces if more than 50 ml of liquid 	None
	Category A	Not allowed for transport by USPS	Not allowed
	Dry ice	Outer packaging: <ul style="list-style-type: none"> • UN1845 mark • Net weight of dry ice in kg • Class 9 Miscellaneous Dangerous Goods label • Proper shipping name - Carbon dioxide, solid or Dry Ice 	None

Mode of Transport	Classification	Required Labeling & Marking	Required Documentation
Air transport by IATA member airlines such as FedEx or UPS	Exempt Human Specimen or Exempt Animal Specimen	Outer packaging: <ul style="list-style-type: none"> Exempt human specimen or exempt animal specimen labels Shipper and consignee information 	Air Waybill
	Category B	Outer packaging: <ul style="list-style-type: none"> Biological substance label Shipper and consignee information UN identification number, UN 3373 Proper shipping name - Biological Substance, Category B Name and telephone number of the person responsible Package orientation labels on opposite faces if more than 50 ml of liquid 	<ul style="list-style-type: none"> Itemized list of contents Air Waybill or Shipping Label generated using proprietary software (e.g., FedEx's Ship Manager®)
	Category A	Outer packaging: <ul style="list-style-type: none"> UN specification mark Infectious substance label Shipper and consignee information UN identification number, UN 2814 Net quantity of infectious substance Proper shipping name - Infectious substance, affecting humans or animals Name and telephone number of the person responsible for shipment (available 24/7). Package orientation labels on opposite faces if more than 50 ml of liquid Cargo Aircraft Only label when shipping quantities of infectious substance over 50 ml or 50 g 	<ul style="list-style-type: none"> Itemized list of contents Air Waybill or Shipping Label generated using proprietary software (e.g., FedEx's Ship Manager®) Shipper's Declaration with a 24/7 emergency contact
	Dry ice	Outer packaging: <ul style="list-style-type: none"> UN1845 mark Net weight of dry ice in kg Class 9 Miscellaneous Dangerous Goods label Proper shipping name - Carbon dioxide, solid or Dry Ice 	<ul style="list-style-type: none"> Shipper's Declaration filled out for dry ice

LABELS	DESCRIPTIONS
	<p>A biohazard symbol is needed on the primary receptacle or secondary packaging if the substance, materials, and containers have blood or other potentially infectious materials (OPIM).</p>
	<p>Infectious substance label</p>
	<p>Biological substance label</p>
 	<p>Exempt human specimen or exempt animal specimen labels</p>
	<p>Class 9 Miscellaneous Dangerous Goods</p>
	<p>If an overpack is used, an overpack label is needed. The outer packaging marks and labels should be the same for each inner package and dry ice.</p>
	<p>Package orientation labels on opposite faces if more than 50 ml of liquid</p>
	<p>Cargo Aircraft Only label when shipping quantities of infectious substance over 50 ml or 50 g by air (Category A)</p>

LABELS	DESCRIPTIONS
	Shipper and consignee information
	Name and telephone number of the person responsible
	UN identification number, UN 2900 or UN2714 and Proper shipping name - Infectious substance, affecting humans or animals
	UN identification number, UN 3373, and Proper shipping name - Biological Substance, Category B
	UN1845 mark, net weight of dry ice in kg, and proper shipping name for Carbon dioxide, solid or Dry Ice
	UN specification mark
	Frozen Medical Specimen