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.](https://www.cdc.gov/labtraining)

|  |  |  |  |
| --- | --- | --- | --- |
| **Mode of****Transport** | **Classification** | **Required Labeling & Marking** | **Required Documentation** |
| Motor vehicle courier | Not subject to DOT regulations | Outer packaging:* Shipper and consignee information
 | None |
| Category B | Outer packaging:* 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:* 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
 | * 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:* 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:* Exempt human specimen or exempt animal specimen labels
* Shipper and consignee information
 | None |
| Category B | Outer packaging:* 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:* 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:* Exempt human specimen or exempt animal specimen labels
* Shipper and consignee information
 | Air Waybill |
| Category B | Outer packaging:* 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
 | * Itemized list of contents
* Air Waybill or Shipping Label generated using proprietary software (e.g., FedEx’s Ship Manager®)
 |
| Category A | Outer packaging:* 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
 | * 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:* UN1845 mark
* Net weight of dry ice in kg
* Class 9 Miscellaneous Dangerous Goods label
* Proper shipping name - Carbon dioxide, solid or Dry Ice
 | * Shipper’s Declaration filled out for dry ice
 |


## LABELS DESCRIPTIONS

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).

Infectious substance label

Biological substance label

Exempt human specimen or exempt animal specimen labels

Class 9 Miscellaneous Dangerous Goods

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.

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 by air (Category A)

## P166#y1LABELS 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

v.312202022