### 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.

| 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 | If overpack is used:   * Marks and labels for each inner package   Outer packaging:   * UN3373 mark * Proper shipping name * Responsible person contact information on outer package or in documentation * Shipper and consignee information   Primary or secondary packaging:   * Biohazard symbol if the substance contains blood or is contaminated with human blood | None |
| Category A | If overpack is used:   * Marks and labels for each inner package   Outer packaging:   * UN specification mark * 6.2 infectious substance label * Proper shipping name * Responsible person contact information * Shipper and consignee information * Package orientation labels if package contains more than 50 ml of liquid   Primary or secondary packaging:   * Biohazard symbol if the substance contains blood or is contaminated with human blood * Primary receptacle or secondary packaging must be capable of withstanding an internal pressure of 95 kPa without leakage | * 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 | If overpack is used:   * Marks and labels for each inner package and dry ice   Outer packaging:   * Class 9 Miscellaneous Dangerous Goods label * UN1845 mark * Net weight of dry ice in kg * Proper shipping name (Carbon dioxide, solid or Dry Ice) * Category B substances should indicate that that the material being refrigerated is being transported for diagnostic or treatment purposes (e.g., frozen medical specimens) | None |
| USPS | Substance that does not meet Category A or B criteria | Follow DOT ground transport for Category B, omitting UN3373 mark and biological substances, Category B proper shipping name | None |
| Exempt Human Specimen or Exempt Animal Specimen | If overpack is used:   * Marks and labels for each inner package * Overpack label   Outer packaging:   * Shipper and consignee address   Secondary packaging:   * Biohazard symbol | None |
| Category B | If overpack is used:   * Marks and labels for each inner package * Overpack label   Outer packaging:   * UN3373 mark * Proper shipping name * Responsible person contact information * Shipper and consignee information   Secondary packaging:   * Biohazard symbol   Primary receptacle or secondary packaging must be capable of withstanding an internal pressure of 95 kPa without leakage | None |
| Category A | Not allowed for transport by USPS | Not allowed for transport by USPS |
| Dry ice | If overpack is used:   * Marks and labels for each inner package and dry ice   Outer packaging:   * Class 9 Miscellaneous Dangerous Goods label * UN1845 mark * Net weight of dry ice in kg * Proper shipping name (Carbon dioxide, solid or Dry Ice) | None |
| Air transport by IATA member airline such as FedEx or UPS | Exempt Human Specimen or Exempt Animal Specimen | If overpack is used:   * Marks and labels for each inner package * Overpack label   Outer packaging:   * Exempt human specimen or exempt animal specimens label * Shipper and consignee information | Air Waybill |
| Category B | If overpack is used:   * Marks and labels for each inner package * Overpack label   Outer packaging:   * UN3373 mark * Proper shipping name * Responsible person contact address * Shipper and consignee information   Primary or secondary packaging:   * Biohazard symbol if the substance contains blood or is contaminated with human blood   Liquids only: Primary receptacle or secondary packaging must be capable of withstanding an internal pressure of 95 kPa without leakage | * Itemized list of contents * Air Waybill or Shipping Label generated using proprietary software (e.g., FedEx’s Ship Manager®) |
| Category A | If overpack is used:   * Marks and labels for each inner package * Overpack label   Outer packaging:   * UN specification mark * 6.2 infectious substance label * Proper shipping name * Responsible person contact information * Shipper and consignee information * Package orientation label (if primary receptacle exceeds 50 ml of liquid)   Primary or secondary packaging:   * Biohazard symbol if the substance contains blood or is contaminated with human blood * Primary receptacle or secondary packaging must be capable of withstanding an internal pressure of 95 kPa without leakage | * 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 | If overpack is used:   * Marks and labels for each inner package and dry ice   Outer packaging:   * Class 9 Miscellaneous Dangerous Goods label * UN1845 mark * Net weight of dry ice in kg * Proper shipping name (Carbon dioxide, solid or Dry Ice) | Shipper’s Declaration filled out for dry ice |

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>.