### 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>.