



United States Shipping Guide

Transporting Specimens from Within the 50 United States

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Using a Mayo-Provided Courier

If you use a courier provided by Mayo Medical Laboratories, follow these instructions to prepare specimens for courier pickup.

Step 1: Complete Dangerous Goods Training

By law, any person who causes dangerous goods to be transported by a public carrier must follow specific regulations and must have proof of training. We provide online [Dangerous Goods training](#) at www.mayomedicallaboratories.com for classifying, packaging, labeling and transporting specimens.

Step 2: Order the Test

Tests can be ordered electronically or manually, depending on your organization. For information on ordering tests, see [Order Tests](#).

Step 3: Make Sure Specimens Are Collected and Prepared Properly

Verify that you have collected specimens according to instructions in the [Test Catalog](#) and packaged specimens according to instructions in [Specimen Collection and Preparation](#).

Specimens must have at least **two (2) person-specific identifiers** on the patient label. Person-specific identifiers may include:

- Accession number
- Patient's first and last name
- Unique identifying number (eg, medical record number)
- Date of birth

Specimens are considered mislabeled when there is a mismatch between the person-specific identifiers on the specimen and information accompanying the specimen. This information might include a computer system, requisition form, or additional paperwork.

In addition, if there is a handwritten name on the container and a label on the container, the information must match exactly. For example, "Rebecca" does not match "Becky." When insufficient or inconsistent identification is submitted, a new specimen may be required.

Step 4: If Your Test Appears on the Microbiology Culture Test List

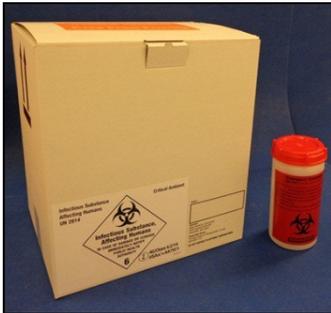


Biohazard bag with "C" culture label

If your test appears on the [Microbiology Culture Test List](#), place a blue "C" culture label ([T549](#)) on the shipping bag to identify it as containing an actively growing culture.

Step 5: Package Category A Specimens in Certified Packaging

Do not package Category A infectious specimens in the same box as Category B biological specimens.



Certified packaging for Category A specimens: Infectious Container and Infectious Shipper

You must ship Category A infectious specimens in certified packaging. You can order certified packaging from Mayo Medical Laboratories' [Supply Catalog](#) (a client number is required). Or you can purchase certified packaging elsewhere.

Mayo Medical Laboratories' legally certified packaging for transporting infectious specimens is a combination of inner and outer containers: Infectious Container ([T146](#)) and shipping container ([T570](#)).

Step 6: Complete the Shipper's Declaration for Dangerous Goods

Category A Substances Only:
 The shipper (either you or the courier) must fill out a Shipper's Declaration for Dangerous Goods for any Category A infectious substance that will be shipped via air.

Shipper's Declaration for Dangerous Goods

Step 7: Place Specimens for Courier Pickup

If you have a Mayo-provided* courier service and you have prepared specimens according to the instructions in [Specimen Collection and Preparation](#), your specimens are ready for transport. Place specimens in a dedicated and well-marked area for the courier.

The courier will complete the air waybill, finalize shipping documentation and attach it to the box.

*FedEx is not a Mayo-provided courier.

Contact Information

For additional information or assistance regarding shipping procedures, contact the Mayo Medical Laboratories Transportation Department:

Call US Access Code + 507-266-5700 or + 800-533-1710

Fax US Access Code + 507-284-1790

E-mail mmltrans@mayo.edu.

Shipping Specimens On Your Own

If you will ship specimens **on your own**, follow these instructions to prepare boxes, labels and documentation and to ship specimens.

Preparation

Step 1: Complete Dangerous Goods Training

By law, any person who causes dangerous goods to be transported by a public carrier must follow specific regulations and must have proof of training. We provide online [Dangerous Goods training](#) for classifying, packaging, labeling and transporting specimens.

Step 2: Order the Test

Tests can be ordered electronically or manually, depending on your organization. See [Order Tests](#).

Step 3: Make Sure Specimens Are Collected and Prepared Properly

Verify that you have collected specimens according to instructions in the [Test Catalog](#) and packaged specimens according to instructions in [Specimen Collection and Preparation](#).

Specimens must have at least **two (2) person-specific identifiers** on the patient label. Person-specific identifiers may include:

- Accession number
- Patient's first and last name
- Unique identifying number (eg, medical record number)
- Date of birth

Specimens are considered mislabeled when there is a mismatch between the person-specific identifiers on the specimen and information accompanying the specimen. This information might include a computer system, requisition form, or additional paperwork.

In addition, if there is a handwritten name on the container and a label on the container, the information must match exactly. For example, "Rebecca" does not match "Becky." When insufficient or inconsistent identification is submitted, a new specimen may be required.

Packaging

Step 4: Package Stool Specimens

Stool containers must be packaged in a Styrofoam shipping container (Styro) separately from other types of specimens.

If the stool specimens are to remain ambient:

We recommend using either a 5-lb or 10-lb refrigerate/ambient mailer (Supply [T329](#) or [T362](#)).

1. Place the stool containers in the Styro.
2. Place the lid onto the Styro.
3. Insert the Styro into the raspberry-colored box and tape the box shut.

If the stool specimens are to remain refrigerated:

We recommend using either a 5-lb or 10-lb refrigerate/ambient mailer (Supply [T329](#) or [T362](#)).

1. Place a **cold** cool pack in the bottom of the Styro with 2 paper towels on top.

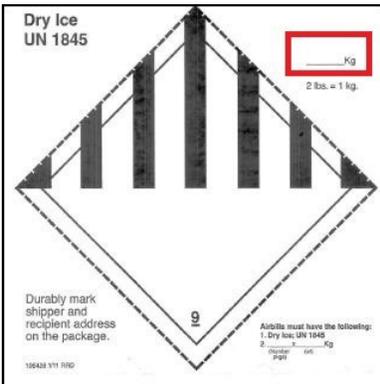
2. Insert the stool containers.
3. Place the lid onto the Styro.
4. Insert the Styro into the raspberry-colored box and tape the box shut.

If the stool specimens are to remain frozen:

Use the Frozen Stool Mailer, 10-lb (Supply [T001](#)).

1. Place a 2-inch layer of pellet dry ice (or block dry ice broken into small pieces) in the bottom of the Styro.
Note: Small pieces of dry ice are preferable to blocks, if possible.
2. Insert the stool containers.
3. Cover the stool containers with more dry ice. Do not overfill; leave enough room at the top to secure the lid.
4. Place the lid onto the Styro.
5. Insert the Styro into the raspberry-colored box and tape the box shut.

Complete the Dry Ice Label (Frozen Packaging Only)



Dry ice label

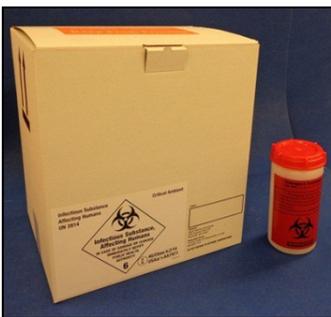
If you are using a box supplied by Mayo Medical Laboratories:
Write the weight (in kilograms) of the dry ice on the label.

If you are using a self-supplied box:

1. Place a UN 1845 Class 9 dry ice label ([T103](#)) on the shipping box.
2. Write the weight (in kilograms) of the dry ice on the label.

Step 5: Package Category A Specimens in Certified Packaging

Do not package Category A infectious specimens in the same box as Category B biological specimens.



Certified packaging for Category A specimens: Infectious Container and Infectious Shipper

You must ship Category A infectious specimens in certified packaging. You can order certified packaging from Mayo Medical Laboratories' [Supply Catalog](#) (a client number is required). Or you can purchase certified packaging elsewhere.

Mayo Medical Laboratories' legally certified packaging for transporting infectious specimens is a combination of inner and outer containers: Infectious Container ([T146](#)) and shipping container ([T570](#)).

Step 6: Prepare Shipping Containers for Category B Specimens



Shipping container provided by Mayo Medical Laboratories



Styrofoam shipping container

Mayo Medical Laboratories provides standard shipping containers. External packing boxes are typically raspberry colored and contain appropriate labeling for dry ice and biological substances. The boxes contain Styrofoam transportation coolers (Styros) with temperature-specific color-coded labels.

You can order shipping containers from the [Supply Catalog](#) (a client number is required).

If you need to send a specimen urgently but do not have a Mayo Medical Laboratories-supplied shipping box, you may use a sturdy cardboard box with an insulated Styrofoam shipping container.

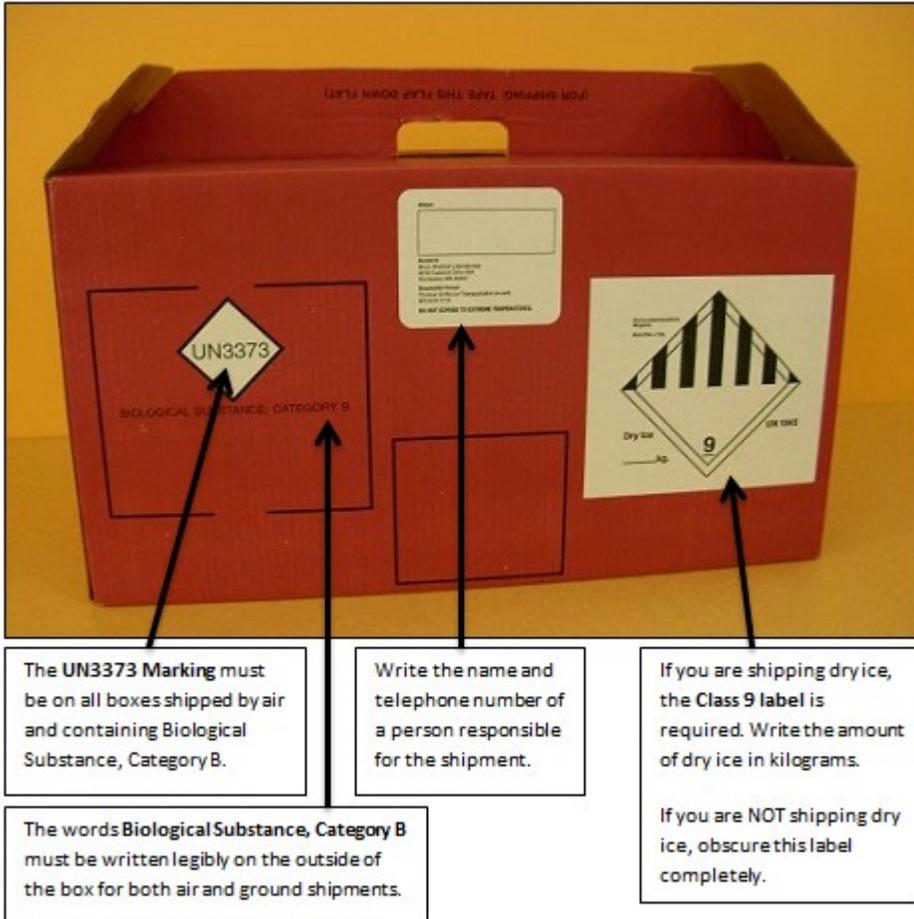
Special Shipping

If you are shipping using any of the following kits, use the shipping box and instructions included with the kit.

- [Supply T668](#) Critical Ambient Kit
- [Supply T541](#) Muscle Biopsy Kit
- [Supply T633](#) Central Nervous System Consult Kit
- [Supply T356](#) Fertility Kit - Test Yolk Buffer (Sperm Antibody)
- [Supply T178](#) Semen Analysis Kit - Dilution Media

Step 7: Label Your Shipping Box for Category B

If you are using a box supplied by Mayo Medical Laboratories:



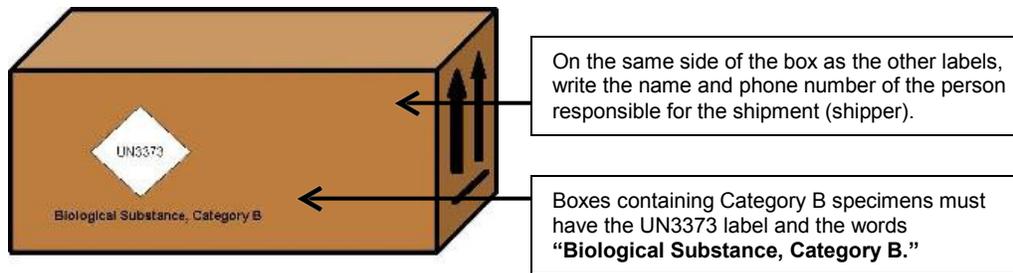
Prelabeled box for Category B

To label your Mayo Medical Laboratories-supplied box:

1. Mayo Medical Laboratories boxes are prelabeled. Make sure the UN3373 label and the words “Biological Substance, Category B” are visible.
2. Write the name and telephone number of a person responsible for the shipment in the space provided.
3. If you are shipping dry ice, the Class 9 label is required. In the space provided, write the amount of dry ice in kilograms.

Note: If you are not shipping dry ice, obscure the Class 9 label completely.

If you are using a self-supplied box:



Labeling a box for Category B

To label your self-supplied box:

1. Category B specimens have been assigned UN number UN3373. Place a diamond-shaped UN3373 label on the box and write "Biological Substance, Category B" underneath it.
2. On the same side of the box as the other labels, write the name and telephone number of the person responsible for sending the shipment. This is the shipper, as noted in the image above.
3. Write the recipient's address on the box. Category B Specimens should be sent to the following address:
Mayo Medical Laboratories
3050 Superior Dr NW
Rochester MN, 55901
Attn: Thomas Griffin
4. If you are shipping liquid, place orientation arrows on the box so that handlers will keep it upright.

Step 8: Package Category B Specimens by Temperature

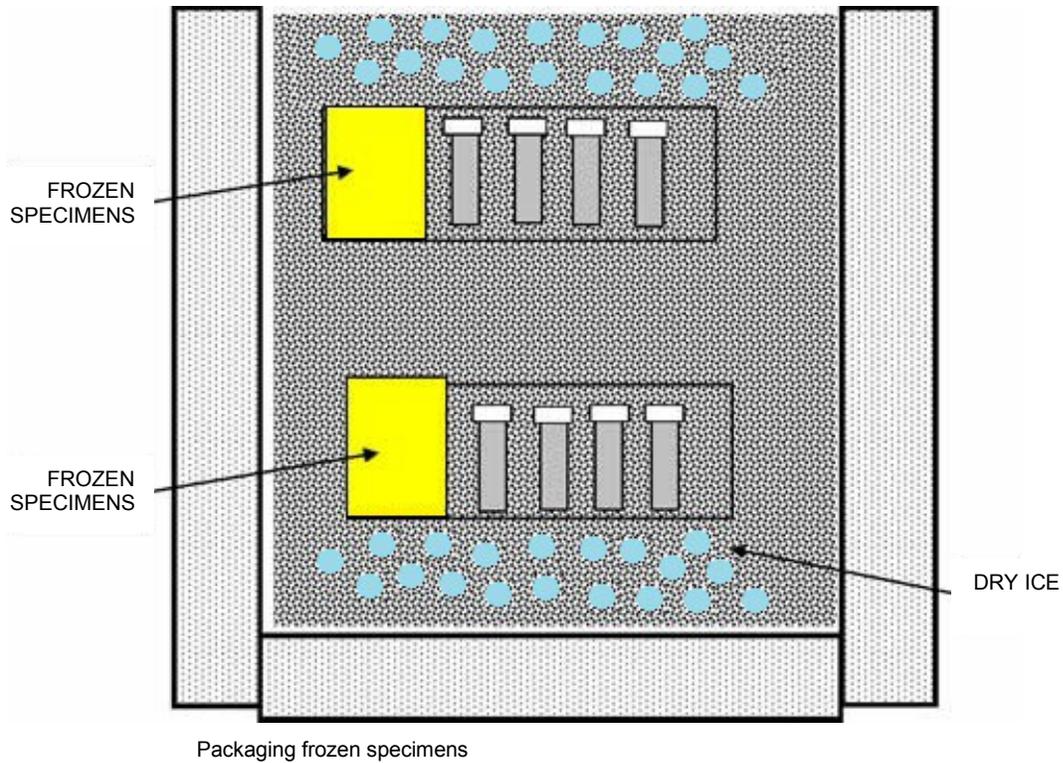
The following temperature-specific instructions are included:

- Frozen
- Refrigerate and Ambient, November – March
- Refrigerate and Ambient, April – October
- Refrigerate Only, November – March
- Refrigerate Only, April – October
- Ambient Only

Package Frozen Specimens

Frozen specimens cannot be packaged in the same Styrofoam shipping container (Styro) as ambient or refrigerate specimens. Frozen specimens must be packaged in a separate Styro.

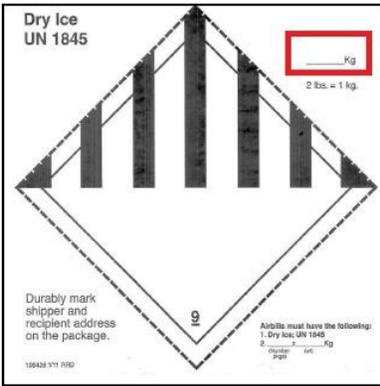
We recommend using the 10-lb mailer (Supply [T328](#)) with 5 pounds (2.2 kg) of dry ice. When shipping by passenger aircraft, the dry ice limit is 5 pounds.



To package frozen specimens:

1. Place a 2-inch layer of pellet dry ice (or block dry ice broken into small pieces) in the bottom of the Styro.
2. Insert the yellow frozen-labeled bags ([T121](#)). Add bags only up to the line marked on the yellow sticker inside the Styro.
3. Cover the bags with more dry ice. Leave enough room at the top to fit the lid on securely.
4. Place the lid onto the Styro. Do not tape the lid. Dry ice emits carbon dioxide that must be allowed to escape.
5. Insert the Styro into the shipping box and tape the box shut.

Complete the Dry Ice Label (Frozen Packaging Only)



Dry ice label

If you are using a box supplied by Mayo Medical Laboratories:
Write the weight (in kilograms) of the dry ice on the label.

If you are using a self-supplied box:

1. Place a UN 1845 Class 9 dry ice label ([T103](#)) on the shipping box.
2. Write the weight (in kilograms) of the dry ice on the label.

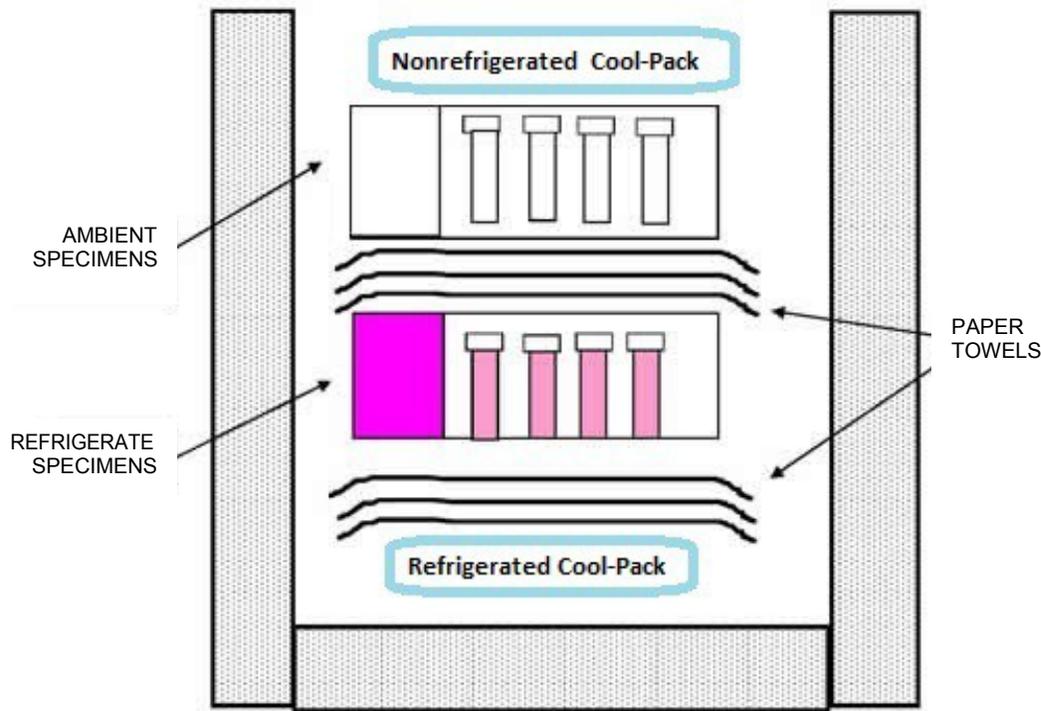
Package Refrigerate and Ambient Specimens, November – March

If you are packaging refrigerate and ambient specimens in the same Styro between November and March, follow these instructions.

Ambient **microbiology cultures** require a 10-lb refrigerate/ambient mailer (Supply [T362](#)).

Note: For other ambient specimens, we recommend using either a 5-lb or 10-lb refrigerate/ambient mailer (Supply [T329](#) or [T362](#)).

Refrigerate and ambient specimens may be shipped together in a single Styro if the cool pack is on the bottom and the ambient specimens are placed on top of the refrigerate specimens. Frozen specimens must be packaged in a separate Styro.



Packaging refrigerate and ambient specimens, November - March

To package refrigerate and ambient specimens in the same Styro, November–March:

1. Place a **cold** cool pack in the bottom of the pink-and-white-labeled Styrofoam shipping container (Styro).
2. Place 3 to 4 paper towels over the cool pack for insulation.
3. Insert the pink refrigerate-labeled bags ([T229](#)).
4. Place 3 to 4 more paper towels over the pink bags for further insulation.
5. Insert the white ambient-labeled bags ([T027](#)).
6. Place a nonrefrigerated cool pack on top of the white ambient bags.
7. Place the lid onto the Styro.
8. *If your Category B Biological Substance specimen is a microbiological actively growing pure culture:* Place a blue “C” culture label ([T549](#)) on the Styro to identify it as containing an actively growing culture.
9. Insert the Styro into the shipping box and tape the box shut.
10. *If your Category B Biological Substance specimen is a microbiological actively growing pure culture:* Place a blue “C” culture label ([T549](#)) on the box to identify it as containing an actively growing culture.



C label on Styro and box.

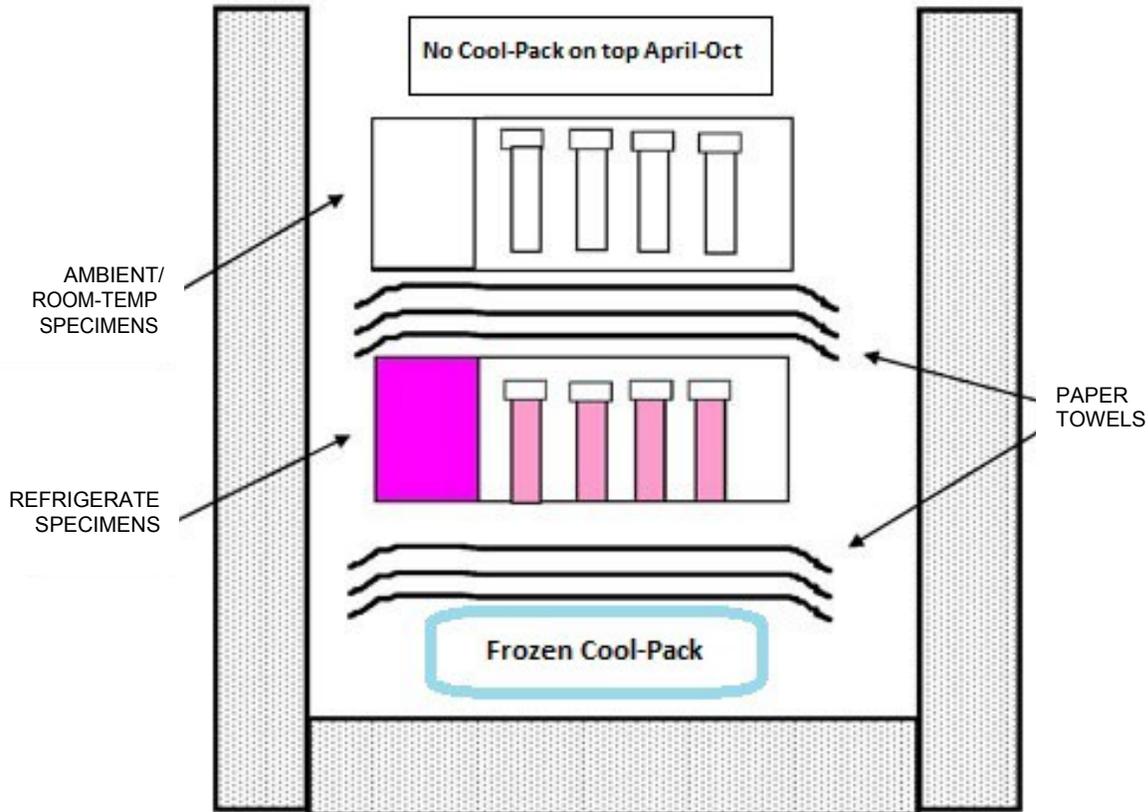
Package Refrigerate and Ambient Specimens, April – October

If you are packaging refrigerate and ambient specimens in the same Styro between April and October, follow these instructions.

Ambient microbiology cultures require a 10-lb refrigerate/ambient mailer (Supply [T362](#)).

Note: For other ambient specimens, we recommend using either a 5-lb or 10-lb refrigerate/ambient mailer (Supply [T329](#) or [T362](#)).

Refrigerate and ambient specimens may be shipped together in a single Styro if the cool pack is on the bottom and the ambient specimens are placed on top of the refrigerate specimens. Frozen specimens must be packaged in a separate Styro.



Packaging refrigerate and ambient specimens, April - October

To package refrigerate and ambient specimens in the same Styro, April–October:

1. Place a **frozen** cool pack in the bottom of the pink-and-white-labeled Styrofoam shipping container (Styro).
Note: Do not use dry ice to freeze the cool pack; if that is your only option, remove it from the dry ice 3 hours before use.
2. Place 3 to 4 paper towels over the cool pack for insulation.
3. Insert the pink refrigerate-labeled bags ([T229](#)).
4. Place 3 to 4 more paper towels over the pink bags for further insulation.
5. Insert the white ambient-labeled bags ([T027](#)).
6. Place the lid onto the Styro.
7. *If your Category B Biological Substance specimen is a microbiological actively growing pure culture:* Place a blue "C" culture label ([T549](#)) on the Styro to identify it as containing an actively growing culture.
8. Insert the Styro into the shipping box and tape the box shut.
9. *If your Category B Biological Substance specimen is a microbiological actively growing pure culture:* Place a blue "C" culture label ([T549](#)) on the box to identify it as containing an actively growing culture.

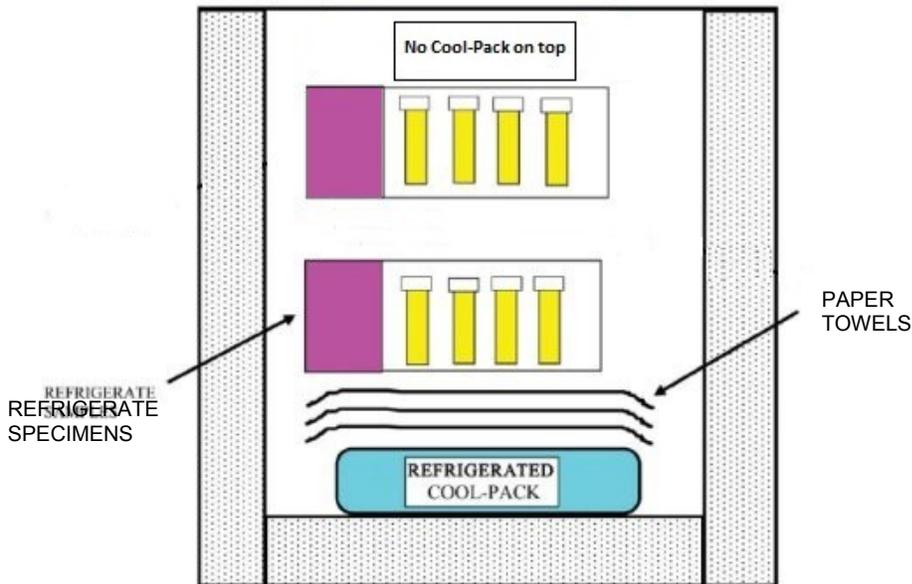


C label on Styro and box.

Package Refrigerate-Only Specimens, November – March

If you are packaging Refrigerate-only specimens between November and March, follow these instructions.

Recommended shipping containers: 5-lb refrigerate mailer (Supply [T329](#)) or 10-lb refrigerate mailer (Supply [T362](#)).



Packaging refrigerate specimens, November–March

To package refrigerate-only specimens November–March:

1. Place a **cold** cool pack in the bottom of the pink-and-white-labeled Styrofoam shipping container (Styro).
2. Place 3 to 4 paper towels over the cool pack for insulation.
3. Insert the pink refrigerate-labeled bags ([T229](#)).
4. Place the lid onto the Styro.

5. If your Category B Biological Substance specimen is a microbiological actively growing pure culture: Place a blue "C" culture label (T549) on the Styro to identify it as containing an actively growing culture.
6. Insert the Styro into the shipping box and tape the box shut.
7. If your Category B Biological Substance specimen is a microbiological actively growing pure culture: Place a blue "C" culture label (T549) on the box to identify it as containing an actively growing culture.

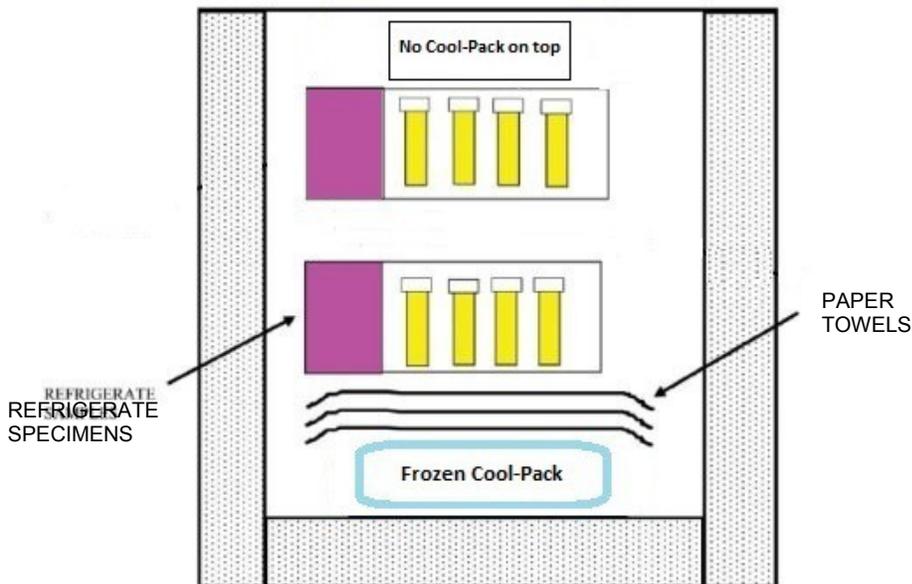


C label on Styro and box.

Package Refrigerate-Only Specimens, April – October

If you are packaging Refrigerate-only specimens between April and October, follow these instructions.

Recommended shipping containers: 5-lb refrigerate mailer (Supply T329) or 10-lb refrigerate mailer (Supply T362).



Packaging refrigerate specimens, April–October

To package refrigerate-only specimens, April–October:

1. Place a **frozen** cool pack in the bottom of the pink-and-white-labeled Styrofoam shipping container (Styro).
Note: Do not use dry ice to freeze the cool pack; if that is your only option, remove it from the dry ice 3 hours before use.
2. Place 3 to 4 paper towels over the cool pack for insulation.
3. Insert the pink refrigerate-labeled bags ([T229](#)).
4. Place 3 the lid onto the Styro.
5. *If your Category B Biological Substance specimen is a microbiological actively growing pure culture:* Place a blue “C” culture label ([T549](#)) on the Styro to identify it as containing an actively growing culture.
6. Insert the Styro into the shipping box and tape the box shut.
7. *If your Category B Biological Substance specimen is a microbiological actively growing pure culture:* Place a blue “C” culture label ([T549](#)) on the box to identify it as containing an actively growing culture.

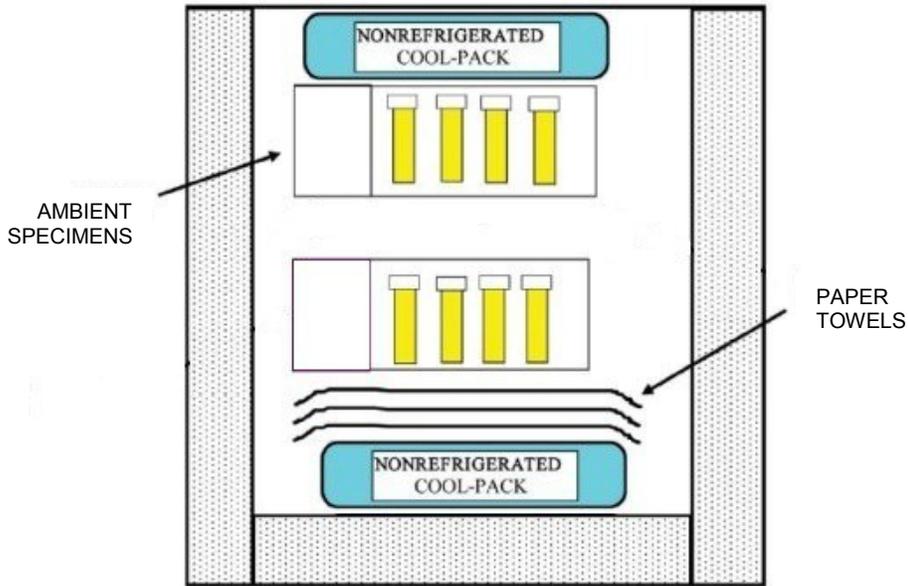


C label on Styro and box.

Package Ambient-Only Specimens

Ambient microbiology cultures require a 10-lb refrigerate/ambient mailer (Supply [T362](#)).

Note: For other ambient specimens, we recommend using either a 5-lb or 10-lb refrigerate/ambient mailer (Supply [T329](#) or [T362](#)).



Packaging ambient specimens

To package ambient-only specimens:

1. Place a cool pack that has remained at **room temperature** for at least 24 hours in the bottom of the pink-and-white-labeled Styrofoam shipping container (Styro).
2. Place 3 to 4 paper towels over the cool pack for insulation.
3. Insert the white ambient-labeled bags ([T027](#)).
4. Place a cool pack that has remained at **room temperature** for at least 24 hours on top of the specimens.
5. Place the lid onto the Styro.
6. *If your Category B Biological Substance specimen is a microbiological actively growing pure culture:* Place a blue "C" culture label ([T549](#)) on the Styro to identify it as containing an actively growing culture.
7. Insert the Styro into the shipping box and tape the box shut.
8. *If your Category B Biological Substance specimen is a microbiological actively growing pure culture:* Place a blue "C" culture label ([T549](#)) on the box to identify it as containing an actively growing culture.



C label on Styro and box.

Documentation

Step 9: Complete Air Waybill

Obtain an air waybill from the air carrier and complete it using the example. Each airline has its own air waybill.

Note: Category A infectious substances must be shipped by FedEx or AirNet because many passenger airlines have restrictions or exclusions regarding the shipment of Dangerous Goods.

Air Waybill example

Step 10: Complete a Shipper's Declaration for Dangerous Goods

Shipper's Declaration for Dangerous Goods

Category A Substances Only:
 You must fill out a Shipper's Declaration for Dangerous Goods for any CATEGORY A infectious substance that will be shipped via air.

The Shipper's Declaration describes the contents of the consignment. By signing this document, the shipper declares the consignment is classified, packaged, marked and labeled according to international and national government regulations.

- If this form is in any way filled out incorrectly, your shipment will be rejected.
- Three (3) copies of the declaration must be given to the airline.
- You must retain a copy of the Shipper's Declaration for two (2) years.

The following information must be completed:

- The name and address of the shipper and the consignee (recipient).
- The air waybill number, along with "page 1 of 1."
- The departure airport and the destination airport.
- Cross (X) out "Cargo aircraft only" if you have 50 mL or 50 grams or less of an infectious substance.
- Cross (X) out the word "radioactive," leaving "nonradioactive" showing.
- The proper shipping name and technical name in parentheses. *
- The class or division, such as 6.2, and the UN number.
- The quantity of the infectious substance and the number and type of packaging.
- An emergency contact number. This must be a 24-hour emergency response number that is monitored at all times by a person knowledgeable about the dangers or characteristics of the substance being transported. Minimally, this person must have immediate access to a person who possesses such knowledge.
- The name and title of the shipper.
- The date.
- The shipper's signature.

**When the infectious substance is unknown but suspected of meeting the criteria for inclusion in Category A, the technical name is "Suspected Category A, Infectious Substance." The technical name must be included in parentheses on the Shipper's Declaration For Dangerous Goods form.*

Step 11: Attach Documentation to the Box

Attach a plastic document pouch to the shipping box, and insert all shipping documentation. Mayo Medical Laboratories or FedEx can provide a plastic document pouch.

Contact Information

For additional information or assistance regarding shipping procedures, contact the Mayo Medical Laboratories Transportation Department:

Call US Access Code + 507-266-5700 or + 800-533-1710

Fax US Access Code + 507-284-1790

E-mail mmltrans@mayo.edu.