Standard Operating Procedures (SOP)
Shipping Preserved Specimens Using IATA Special Provision A180

Training

- The following online trainings must be completed prior to shipping preserved specimens:
  - Shipping Biologicals Part A
  - Shipping Category B Biological Substances without Dry Ice
- Training must be retaken every 2 years
- Contact EHS Office to register for course at (657) 278-7233 (S-A-F-E) or email request to safety@fullerton.edu

Potential Hazards

- Toxic chemical exposure:
  - e.g. Formalin preservative causes irritation to eyes and noses
- Fire hazard:
  - e.g. Ethanol preservative
- Possible burn from bag heat sealer

PPE

- Lab coat
- Safety goggles
- Closed-toe shoes
- General lab gloves (e.g. nitrile gloves)
- Respirator (required only if instructed by P.I. or lab supervisor)

Materials Required

A. Inner packaging material required for shipping specimens in plastic bags:

- Plastic bags
- Cheese cloth or paper towel
- Preservative
- Bag heat sealer

B. Inner packaging material required for shipping specimens in sample tubes:

- Sample tubes
- Tissue paper
- Preservative
- Plastic bags
- Bag heat sealer

C. Outer packaging material required for shipping specimens in plastic bags and/or sample tubes:

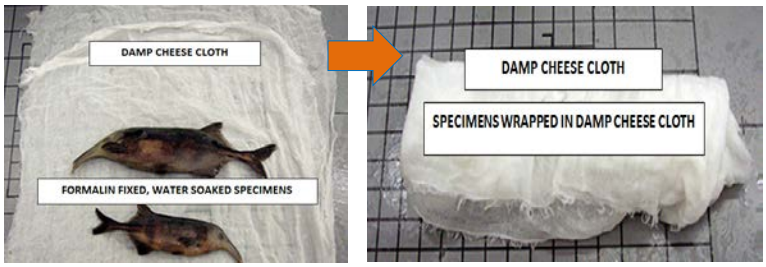
- Large plastic bag
- Absorbent material
- Cushioning material
- Shipping box
- Shipping label
- Air waybill

Procedure

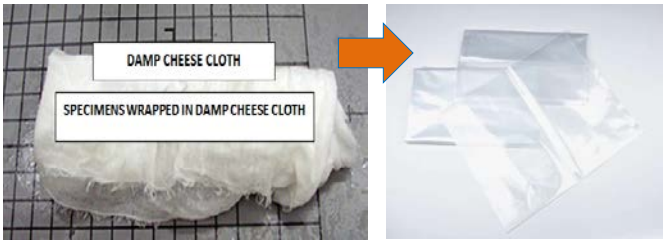
*****NOTE: If feasible, perform following steps inside fume hood to minimize potential exposure to toxic chemicals**

A. Inner packaging procedure for shipping specimens in plastic bags:

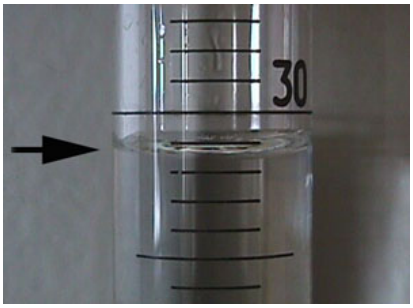
1. Use cheese cloth or paper towel to wrap the preserved specimen



2. Place wrapped specimen inside plastic bag



3. Add preservative to bag containing specimen
   - Making sure bag does not contain more than 30 mL of free liquid

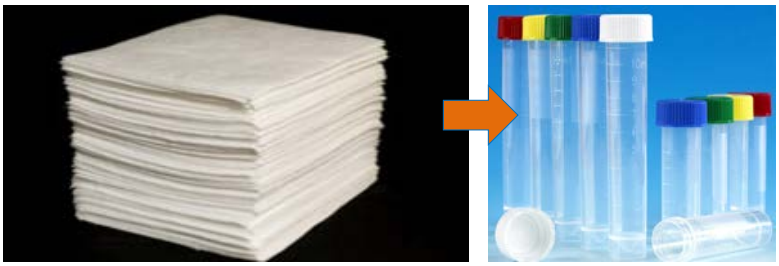


4. Secure plastic bag containing specimen and preservative with heat sealer

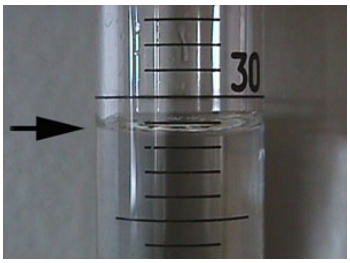
B. Inner packaging procedure for shipping specimens in sample tubes:

1. Place specimen in sample tube

2. Insert tissue paper inside sample tube



3. Add preservative to sample tube
   - Making sure vial does not contain more than 30 mL of free liquid



4. Install cap on sample tube and proceed to transfer into plastic bag

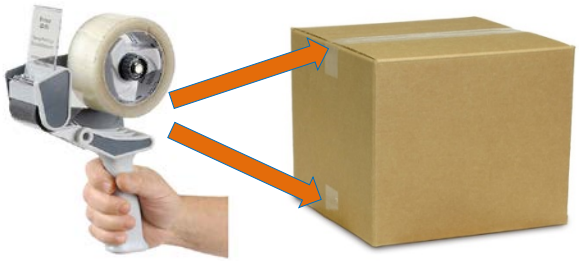
5. Secure plastic bag containing sample tube with heat sealer

C. Outer packaging procedure for shipping specimens in plastic bags and/or sample tubes:

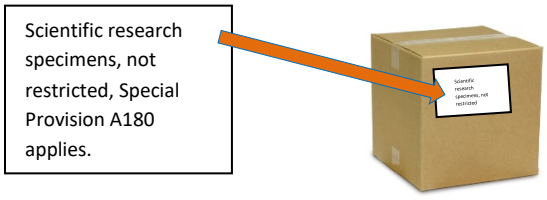
1. Place all specimens that were sealed in small plastic bags (from Procedure Parts A and B) into larger outer plastic bag
    - Making sure aggregate amount of preservative/free liquid from smaller bags does not exceed 1 liter in outer plastic bag
2. Add sufficient amount of absorbent material to outer bag to soak up any free liquid that might spill
3. Secure outer plastic bag with heat sealer
4. Place the multi-bagged preserved specimens into the shipping box

5. Add cushioning material to the shipping box

6. Place any import /export permits into box
7. Contact EHS office at x7233 (S-A-F-E) to inspect/approve first shipment ONLY
8. Seal shipping box with packaging tape

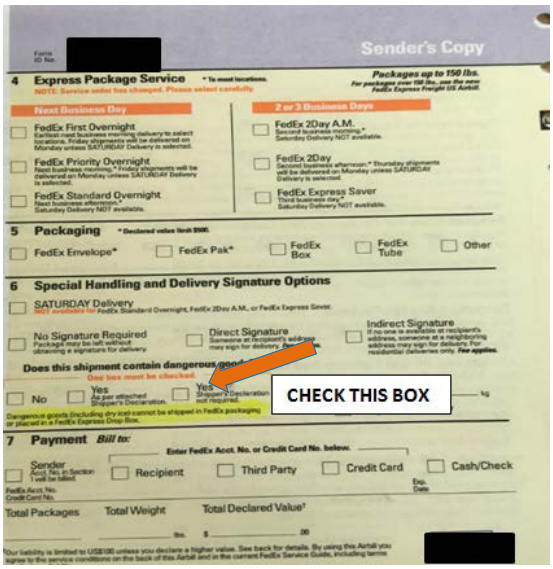


9. Label outside of box “Scientific research specimens, not restricted, Special Provision A180 applies.”

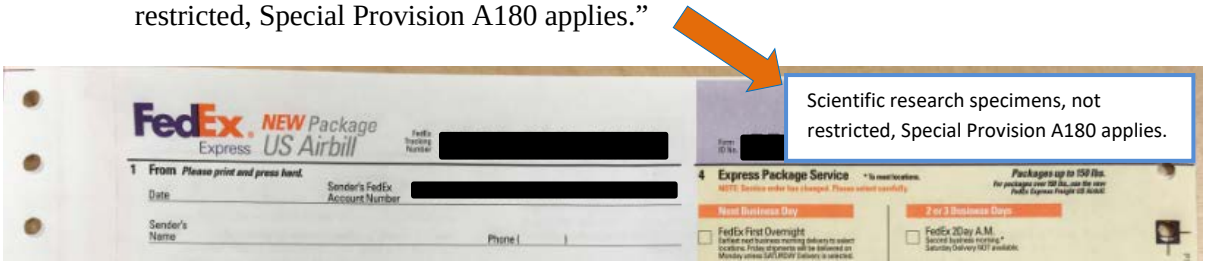


D. Fill out air waybill:

1. Check the dangerous good option "Yes - Shippers' declarations not required."



2. Write in the top right corner of the air waybill "Scientific research specimens, not restricted, Special Provision A180 applies."



3. Complete all other fields of air waybill as applicable

E. Drop off package to Shipping & Receiving Department or deliver to Biology Department main office in MH 282

*****IMPORTANT SUMMARY:**

Total quantity of preservative/free liquid in the outer package must not exceed 1L, and total quantity in each inner package must not exceed 30 mL. All plastic bags must be heat sealed.