

BIOCONTAINED AREA	NCB3	<b>PROTOCOL FOR THE DOCUMENTATION AND PACKAGING OF INFECTIOUS MATERIALS FOR NATIONAL AND INTERNATIONAL SHIPMENTS</b>	<b>DATE: 26.10.05</b>
			<b>REV: 3</b>
<b>Biological Safety</b>	<b>PAGES: 5</b>		

### **Objective**

To establish the documentation and packaging necessary for the national or international shipment of packages containing biological samples.

### **Applicability**

These procedures apply exclusively to Biological Safety Personnel.

### **Procedure**

**1. Documentation to be provided by the researcher:** personnel needing to send the shipment should submit all the necessary documents to Biosafety at least two days before the shipment date. It is recommended that international shipments be made by Wednesday at the latest. The necessary documents that should be submitted are the following:

**Application for shipment:** this application (Form #10) can be found on the Web and should be completely filled out, clearly indicating the agents or material, the quantity (maximum 50 g or 50 ml per package in the case of infectious material), the mode of conservation (refrigerated, frozen or at room temperature) and the full address of the addressee (be sure to include the 24 hour contact telephone number and fax). You must also fill out by hand and submit a form declaring whether or not the material is infectious for animals or humans. This pre-requisite is indispensable in order to process the shipment application

**Import permits from the country of destination:** the researcher wishing to ship the material is responsible for communicating to the addressee whether or not import permits are required for the entry of samples into their country, in the case of international shipments. Since a copy of this form will be sent in the documentation envelope attached to the package, said form should be submitted to Biosafety.

**Acceptance form:** the addressee must be willing to accept this shipment. Therefore, a copy of Form #13, "Acceptance of the Receipt of Samples", signed by the person responsible in the laboratory to which the shipment is destined, is required.

**Documentation detailing the contents of the package:** an exhaustive description of the material that is being shipped must be provided in order for it to pass border controls.

**Pro-forma billing:** This is necessary if it is required by the country to which the package is being sent. It is also necessary for some autonomous communities such as the Canary Islands.

All shipments must be paid at the time of shipment. Therefore an INIA-CISA order form must be filled out, detailing: Provider (e.g. Geologistics), requested by (e.g. Biosafety) ), submit to (e.g.: Marisa Arias), description (e.g.: package to Italy, in dry ice, infectious to animals). This order form will be submitted to the person making the shipment for their signature and the project account number to which the shipment will be charged.

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			<b>REV: 3</b>
Biological Safety			<b>PAGES: 5</b>

2. **Documentation to be filled out by the Biological Safety team:** All additional required paper work will be attached to the package by Biosafety personnel.

**Declaration of the Dispatching Institution of dangerous goods: (3 copies). To be submitted only in the case of Category A infectious material.** In the case of diagnostic material or material of category B (you and 3373) this form is not required. It is a document from IBERIA (with red-and-white borders) in which the following data is provided:

**I. Dispatching Institution:** full name of sender and **full** address of the CISA.

**II. Addressee:** name of the addressee and the most complete address possible.

**III. Airline registry number:** This will be provided by the transport company (TNT, Geologic...).)

**IV. Transportation details:** check the box marked only cargo airplanes.

**V. Airport of Destination:** locate the airport nearest to the city of destination, it's possible; otherwise the transport company will indicate to the appropriate airport.

**VI. Airport of Departure:** Madrid-Barajas.

**VII. Type of Shipment :** normally these are biological samples, and therefore you should check the box marked radioactive materials.

**VIII. Description of the material being shipped :** in this section a definition of the sample should be provided in English and in Spanish as well as whether or not it is being sent in dry ice.

**IX. Class or Division:** in the area indicated in the section on the description of the material which is being sent, write the classification Code, which according to the IATA is category 6.2. For dry ice the category is 9.

**X. #UN or ID:**

a. UN2900: For substances that affect animals.

b. UN2814: For substances that affect humans.

c. UN845: For dry ice.

**XI. Packaging Group:** Only for dry ice. Write category III.

**XII. Quantity and type of packaging:** number of packages in boxes 4H2 x the quantity being shipped (maximum 50 ml or 50 g. ). For dry ice write the amount of carbon dioxide snow (usually 3 kilos) per box.

**XIII. Packaging Instructions:**

a. 602 for description of material.

b. 904 for the dry ice.

**XIV. Additional Handling Information:** Telephone number of CISA. Prior arrangements as required by the IATA dangerous goods regulations 1.3.3.1 have been made.

**XV. Name and position of the signee, place, date and signature.**

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			<b>REV: 3</b>
<b>Biological Safety</b>	<b>PAGES: 5</b>		

**Certificate of NO commercial value (To whom it may concern).** This document informs the transport company and border personnel that the material being shipped is for research or diagnostic purposes only and that it does not have commercial value. The certificate should be written in both English and Spanish, signed by the responsible party in the Biological Safety Department and should contain the full address of both the sender and the addressee.

**Fax Coversheet for GEOLOGISTIC: Only for GEOLOGISTIC.** Indicate the documents which are being attached and which will be sent to GEOLOGISTIC along with the contact address of the addressee. Look in the file labeled my documents/international shipments/sax Angel Morales from prior shipments. Indicate country, order number, etc. following the model.

- **Class Label:** Stickers go on the top of the package. These can be found in the file: Mis Documentos/ Envíos Internacionales/ Pegatina. (My Documents/ International Shipments/Stickers). Print on adhesive paper.
- **Return Address Label:** Sticker indicating Name, Address and telephone number of sender and addressee. This goes on the top of the package.
- **Sticker** on which the following should be written: “Tel. number Spain: 34-91-6202300 (contact person: Gonzalo Pascual). Prior arrangements required by the IATA DANGEROUS GOODS REGULATIONS 1.3.3.1 have been made.”

➤ **IMPORTANT: All documents must be signed and must bear the seal of the Biological Safety Department (except the Declaration of the Dispatching Institution of dangerous goods).**

**3. Documentation to be sent by fax to GEOLOGISTIC:** The day prior to the exit of the sample from the centre, a fax should be sent to Ángel Morales containing the following information:

- **Declaration of the Dispatching Institution of Dangerous Goods**
- **Certificate of NO commercial value (To whom it may concern).**
- **Fax Coversheet:** Indicate that documents are attached corresponding to the packages being sent (number of packages, number of orders, name of sender, characteristics of the packages, etc.). Send to Attention: Ángel Morales at 91 393 74 76.
- Following this, a reply fax will be sent, and another fax will be sent to the addressee, indicating flight number, and time of arrival of the package at the destination airport.

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<b>Biological Safety</b>			<b>REV: 3</b>
	<b>PAGES: 5</b>		

**4. PACKAGING:** Only infectious material (including diagnostic specimens) must be packed in officially approved packaging. The warehouse contains packaging required for the shipment of samples. These are located in cardboard boxes labeled BIOMEDICAL PACKAGING. There are four packages inside, in each of which a maximum of 50 g or 50 ml per package can be sent. Each package consists of:

- A plastic fiber container: This is the external structure of the package in which the risk sticker's address labels and documentation are included.
- A cardboard box with four flaps.
- A Polystyrene box with a removable lid.
- An autoclavable container of polypropylene with a yellow screw on lid: inside you will find a bag of bubble wrap and two absorbent papers.

⇒ Once you've removed the samples from the freezer place them into the tubes inside the bubble wrap bag and then place these inside the polypropylene container. Previously the bottom of the container will be lined with the absorbent paper and an additional absorbent material, vermiculite in this case.



- ⇒ Once you have placed the samples inside the container, close the container and place it in the Polystyrene box so that the handle of the container fits into the opening in the lid.
- ⇒ Fill with carbon dioxide snow or with the applicable refrigerant in each case.
- ⇒ Close the polystyrene box.
- ⇒ Close the four flaps of the cardboard box.
- ⇒ Close the four flaps of the exterior box.
- ⇒ Place the address labels on the upper surface of the package.

⇒ On the upper surface you should also attach: sticker indicating class, a sticker indicating the prescribed specifications (Red) and the sticker DANGEROUS GOODS REGULATIONS.



⇒ On the backside of the package attach the following labels: 2 for dry ice and 2 for infectious substances (in Spanish and in English).

⇒ On the front side attach the envelope with all the documentation. The documentation that should be included in this envelope is the following: Certificate



of no commercial value, import permits, and the documentation describing the contents of the package.

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			<b>REV: 3</b>
<b>Biological Safety</b>			<b>PAGES: 5</b>

⇒ Leave three copies of the Declaration of Dangerous Goods on the package along with a copy indicating to the transportation company that air cargo center, the Iberia Terminal and a contact **person** (Jesús Sevilla, Tlfno: 608809331 in the case of GEOLOGISTIC).

**Things to keep in mind and exceptions:**

- An import permit is not required for all countries. European Union countries generally do not require import permits.
- Once all the necessary documentation is in hand, the package will be authorized to leave the center by the secretariat and the transportation agent of the ministry will be notified so that they can pick up the package before 11:00 a.m.. Only in the case that the package must be delivered to Barajas for shipment by GEOLOGISTIC. The rest of the *couriers* pick up the packages in the warehouse.
- When shipping diagnostic material UN 3373, do not attach risk class 6 stickers, instead use the appropriate “*Espécimen de Diagnóstico UN 3373*”.
- A copy of all documentation will be packed inside the package.
- The following is a list of required forms.

**List of required forms:**

- Declaration of Infectious/non-infectious material.
- Transportation via highway form.
- To whom it may concern.

**In case of doubt, consult the Biological Safety Department.**

Completed by:	Supervised by:	Approved:
Chief of Biosafety Team	Chief of Biosafety Services	Chief of Technical Services
Signed in Valdeolmos , on the 26 of October, 2005		

**I Hereby Declare** that the biological material being sent (include name and complete address of addressee)

which contains (specify the etiological agent, volume, suspension...)

**Is or is NOT infectious for animals or humans** (specify exactly ) .

**SIGNED:**  
(First and Last Name)

**DATE:**