

# SHIPPING BIOLOGICAL SUBSTANCES SHORT GUIDELINES

## HOW TO CLASSIFY YOUR SAMPLE SHIPMENT

### OPTION 1: EXEMPT HUMAN / ANIMAL SPECIMEN

Biological substances that are not known to harbor a pathogen or that have lower probability of containing a pathogen. Most of the general human and animal specimens in research and diagnostic facilities will fall in this category.

### OPTION 2: BIOLOGICAL SUBSTANCE CAT B, UN 3373 / TNT DANGEROUS APPROVAL NOT REQUIRED

Biological substances, such as diagnostic or clinical specimens from humans or animals that are known to harbor a pathogen or have a high probability of containing a pathogen.

### OPTION 3: BIOLOGICAL SUBSTANCE CAT A, UN 2814, UN2900 **NOT ALLOWED ON TNT NETWORK**

Human or animal pathogens that are cultured or amplified, such as cultures, stocks, or slants of infectious materials or genetically modified organisms or microorganisms meeting the definition of an infectious substance (e.g. recombinant VSV lab strains). Also when exposure to it occurs, it is capable of causing permanent disability, life-threatening or fatal disease to human or animals.

## HOW TO PACK YOUR SHIPMENT

### EXEMPT HUMAN / ANIMAL SPECIMEN

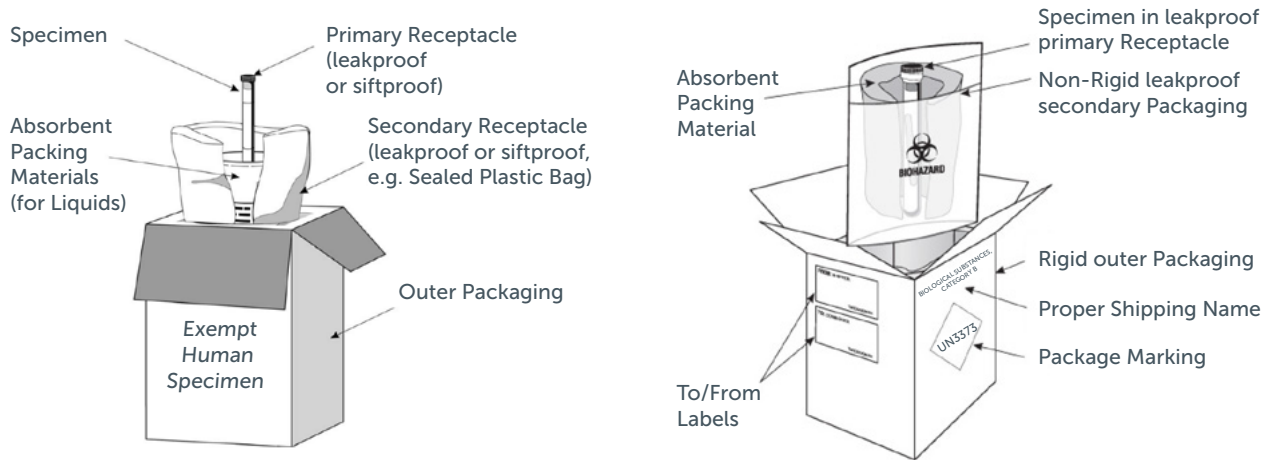
- No official IATA Packaging instruction, however must meet IATA 3.6.2.2.3.8
- The packaging must be of good quality, strong enough to withstand the shocks and loadings normally encountered during transport and it must consist of three components:
  - a leak-proof primary receptacle
  - a leak-proof secondary package, incl absorbent
  - a RIGID outer package with at least one surface having minimum dimensions of 100mm x 100mm
- Outer packaging must be marked with "Exempt Human Specimen" or "Exempt Animal Specimen"

### BIOLOGICAL SUBSTANCE CATEGORY B

- UN 3373 is prohibited to/from/via the following countries: Albania, China, Hong Kong, Kosovo and Montenegro
- IATA packing instruction 650
- The packaging must be of good quality, strong enough to withstand the shocks and loadings normally encountered during transport and it must consist of three components:
  - a leak-proof primary receptacle
  - a leak-proof secondary package, incl absorbent
  - an RIGID outer package with at least one surface having minimum dimensions of 100mm x 100mm
- The outer package must bear a diamond shaped mark containing the text "**UN 3373**". The Text "**Biological Substance, Category B**" must be displayed adjacent to the diamond shape mark.
- Responsible person (name & phone number) must be provided on box OR on Connote
- Itemised list of contents between secondary packaging and outer packaging
- On Connote nature and quantity of goods and number of packages must be mentioned
- When packed with dry ice, the CL 9 Label and net quantity of the dry ice must also be attached onto the package



# WHAT THE PACKAGING LOOKS LIKE



## EXAMPLE CONSIGNMENT NOTE FOR SHIPPING EXEMPT HUMAN / ANIMAL SPECIMEN

<b>1 Sender's account number</b> (9 positions)			
<b>2 Invoice to receiver</b>		Cross box	Account nr 999999
<b>3 Customer Reference</b>		Study Reference and/or Protocol number	
<b>4 From (Collection Address)</b>			
Name:	Sender Name		
Address:	Sender address		
City:	xxx	Postal/Zip code:	xxx
Province/Region:		Country:	xxx
Contact name:	Recommended	Tel No:	Recommended
<b>5 To (Receiver)</b>			
Name:	Receiver Name		
Address:	xxx		
City:	xxx	Postal/Zip code:	xxx
Province/Region:		Country:	xxx
Contact name:	Recommended	Tel No:	Recommended
<b>6 Delivery address (if different from receiver's address above)</b>			
Name:			
Address:			
City:		Postal/Zip code:	
Province/Region:		Country:	
Contact name:		Tel No:	
<b>7 Dangerous Goods</b>			
Does this consignment contain any dangerous goods? <input type="checkbox"/> Yes <input type="checkbox"/> No			
UN3373			
Your signature		Received by TNT (to be completed by TNT)	

<b>TNT Barcode</b>			
<b>8a Services (Cross one box to select a service)</b>			
Special Express		Service is dependent on origin and destination (Special Express or Express)	
9:00 Express			
12:00 Express			
Express			
Economy Express		Insurance	No
<b>9 Special Delivery Instructions</b>			
<b>10 Goods description</b>			
General description	Number of items	Weight	Dimensions
Exempt Human / Animal specimen	1		
<b>11 Dutiable Shipment details</b>			
CURRENCY:		VALUE:	
BTN:			

- Shipments on sender pays basis or receiver pays
- DG box ticked NO
- Contact person & phone number highly recommended
- Goods description: Exempt Human / Animal specimen.
- Shipments value < 20CHF

## EXAMPLE CONSIGNMENT NOTE FOR SHIPPING UN 3373

<b>1 Sender's account number</b> (9 positions)			
<b>2 Invoice to receiver</b>		Cross box	Account nr 999999
<b>3 Customer Reference</b>		Study Reference and/or Protocol number	
<b>4 From (Collection Address)</b>			
Name:	Sender Name		
Address:	Sender address		
City:	xxx	Postal/Zip code:	xxx
Province/Region:		Country:	xxx
Contact name:	mandatory	Tel No:	mandatory
<b>5 To (Receiver)</b>			
Name:	Receiver Name		
Address:	xxx		
City:	xxx	Postal/Zip code:	xxx
Province/Region:		Country:	xxx
Contact name:	mandatory	Tel No:	mandatory
<b>6 Delivery address (if different from receiver's address above)</b>			
Name:			
Address:			
City:		Postal/Zip code:	
Province/Region:		Country:	
Contact name:		Tel No:	
<b>7 Dangerous Goods</b>			
Does this consignment contain any dangerous goods? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
UN3373			
Your signature		Received by TNT (to be completed by TNT)	

<b>TNT Barcode</b>			
<b>8a Services (Cross one box to select a service)</b>			
Special Express		Service is dependent on origin and destination (Special Express or Express)	
9:00 Express			
12:00 Express			
Express			
Economy Express		Insurance	No
<b>9 Special Delivery Instructions</b>			
<b>10 Goods description</b>			
General description	Number of items	Weight	Dimensions
Biological Substance Category B UN3373	1		
<b>11 Dutiable Shipment details</b>			
CURRENCY:		VALUE:	
BTN:			

- Shipments on sender pays basis or receiver pays
- DG box ticked YES
- Either sender or receiver contact person with phone number mandatory
- goods description: UN 3373 Biological substance Cat. B
- Shipments value < 20CHF
- A shippers Declaration (DGD) not required
- The following information under Section 9 is required, when packed with dry ice: UN 1845, Dry Ice, Net QTY (correct net weight) kg

TNT Swiss Post offers a wide range of packaging solutions. For shipping biological substances and other medical materials, please visit <http://www.tntswisspost.com/en/order-packaging-material> for more options. If you have any questions about the packaging, please contact our customer service.