

Shipping Biological Materials

Synopsis:

The purpose of this document is to ensure that biological materials are shipped in compliance with the US Department of Transportation (DOT) 49 CFR Part 173, International Civil Aviation Organization (ICAO) regulations as defined by the International Air Transport Association (IATA). Non-compliance with the shipping regulations may result in fines, imprisonment, and/or loss of shipping privileges. This SOP provides guidance in determining whether your biological shipment is regulated by DOT or ICAO. While packaging and documentation instructions are provided in this SOP, personnel must be trained and certified to ship regulated biological materials. MIT EHS Office will train and certify individuals to ship biological materials on dry ice excluding Category A Infectious Substances such as HIV or Hepatitis C virus. Only the EHS Biosafety Program can ship Category A Infectious Substances. Alternatively, individuals may contact EHS for shipping assistance.

Summary Procedure:

Procedure Shippers must follow:

1. Determine whether lab or EHS will ship biological materials
2. Complete Shipping Biohazardous Materials training
3. Obtain shipping materials
4. Follow procedures outlined in training and SOP to classify, package, label and ship regulated biological materials and dry ice
5. Contact EHS if assistance is needed or if shipping training has not been completed.
6. Contact ECO if there is a question regarding Export Control to a foreign destination.