



MAYO CLINIC  
LABORATORIES



# UNITED STATES SHIPPING GUIDE

Transporting Specimens Within the United States

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# Step 1. Dangerous goods training

## Obtain dangerous goods shipping certification

Per International Air Transport Association (IATA) regulation, a dangerous goods certificate of training is required for any person who causes dangerous goods to be transported by a public carrier.

To obtain **Dangerous Goods Shipping certification** through Mayo Clinic Laboratories, you must:

- Complete our online course (*Renewal is required every two years*).
- Take the online self-assessment quiz.
- For audit purposes, retain your training records for a minimum of 36 months.

# Step 2. Shipping supplies

## Order complimentary supplies

To ensure safe specimen transport, Mayo Clinic Laboratories suggests use of our complimentary collection and shipping supplies. To access our online supply catalog, already registered users can visit [mayocliniclabs.com/supplies](https://mayocliniclabs.com/supplies).

## Our supply difference

- Mayo Clinic Laboratories aliquot tubes are pressure-tested. We use “screw-top” tubes to protect from leakage.
- Our boxes are certified and pre-labeled to fulfill the requirements of various regulatory agencies.
- Cool packs are shipped with our refrigerate/ambient mailers.

**NOTE:** Dry ice for frozen shipments must be purchased locally.

# Popular supplies



T465  
Aliquot tube, 5 mL



T068  
Urine container



T027  
Ambient specimen bags



T229  
Refrigerate specimen bags



T121  
Frozen specimen bags



T328  
Frozen shipping box



T362  
Refrigerate/ambient shipping box



T787  
Pathology packaging kit

# Step 3. Test ordering

## Check the specimen requirements in the test catalog

Ensure specimens are collected and prepared according to requirements listed in our online test catalog.

### Test ID: BILI3 Bilirubin, Serum

- Overview
- Specimen**
- Clinical and Interpretive
- Performance
- Fees and Coding
- Test Setup

#### Specimen Type i

Serum

#### Necessary Information

Patient's age and sex are required.

#### Specimen Required i

**Supplies:** Amber Frosted Tube, 5 mL (T192)

**Collection Container/Tube:**

**Preferred:** Serum gel

**Acceptable:** Red top

**Submission Container/Tube:** Amber vial (T192)

**Specimen Volume:** 1 mL

**Collection Instructions:**

1. Protect specimen from light.
2. Serum gel tubes should be centrifuged within 2 hours of collection.
3. Red-top tubes should be centrifuged and aliquoted within 2 hours of collection.

Ensure specimens are collected and prepared according to requirements listed in our online test catalog.

# Step 4. Pack your specimen

Pack specimens in our color-coded biohazard bags



T027  
Ambient bag  
(Orange/White)



T229  
Refrigerate bag  
(Pink)



T121  
Frozen bag  
(Yellow)

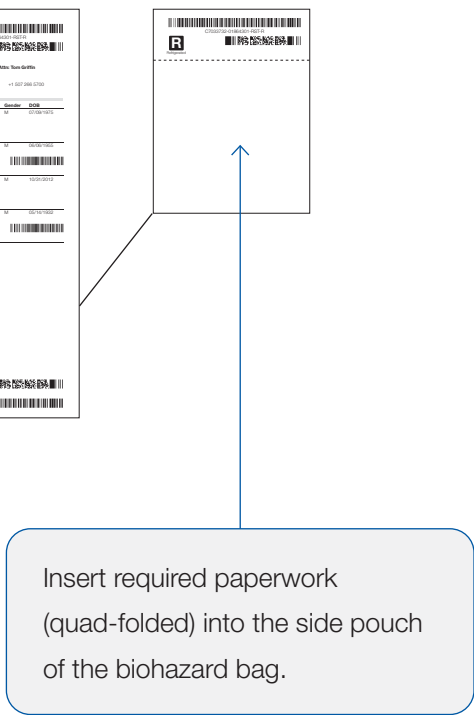
MAYO CLINIC LABORATORIES  
Batch 01864301

810 Mayo Clinic Laboratories, Attn: Test Order  
200 Jackson Street  
Rochester, MN 55905  
UNITED STATES +1 507 255 5700

Order No.	Patient Name	Patient ID	Collection/Physician	Gender	DOB
01864301	Carlson, Lisa	74	LABORATORY	F	01/08/1970
LABORATORY	LAB	LABORATORY	LABORATORY		
LABORATORY	LAB	LABORATORY	LABORATORY		
LABORATORY	LAB	LABORATORY	LABORATORY		

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Page 1 of 3

Batch Sheet  
Quad Folded



## Mayo 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.

This completes the process, Steps 5–7 are not needed.

## Shipping on your own

Please continue on to Step 5 for further instructions on the proper method to prepare and ship your own box.

## Contact information

For additional information or assistance regarding shipping procedures, contact the Mayo Clinic Laboratories Global Logistics Department:

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

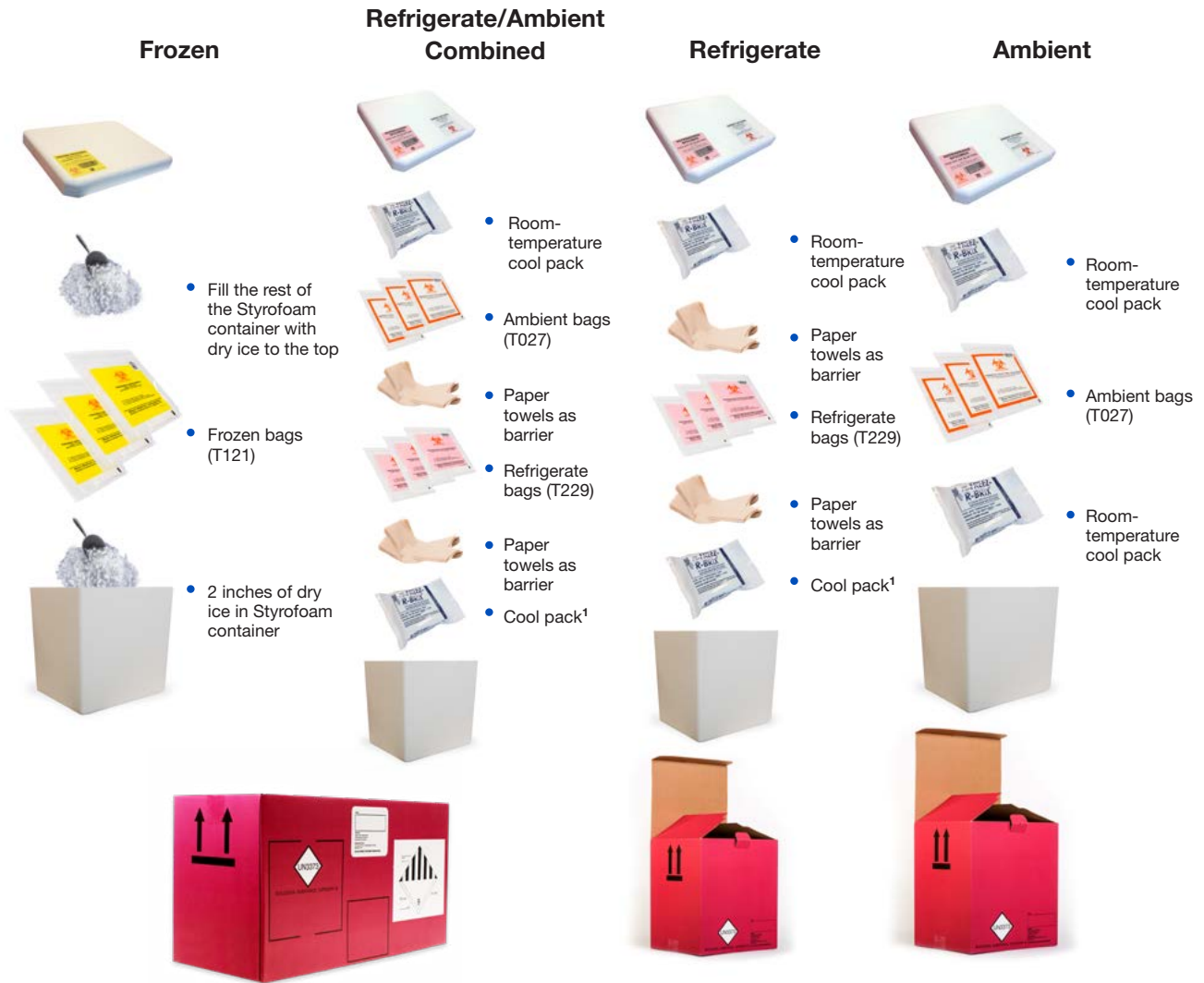
**Fax US Access Code + 507-284-1790**

**E-mail [mclgloballogistics@mayo.edu](mailto:mclgloballogistics@mayo.edu)**



# Step 5. Packing your box

Include items by temperature types in the correct order



## Seasonal shipping requirements

1. Summer (April–October) shipping requirements: frozen cool pack required.  
 Winter (October–April) shipping requirements: refrigerate cool pack required.

# Step 5. Packing your box

Include items by temperature types in the correct order

### Stool



- Fill the rest of the Styrofoam container with dry ice to the top



- Container with bag



- 2 inches of dry ice in Styrofoam container



### Critical Ambient



- Room-temperature cool packs



- Ambient bags (T027)



- Room-temperature cool pack



### Category A



- Room-temperature cool packs



- Container with bag



- Room-temperature cool pack



- Shipper's declaration must be included with Category A shipments

# Step 6. External box markings

## Category B, non-infectious

Do not cover any pre-printed markings.



The UN3373 Marking must be on all boxes shipped by air and containing Biological Substance, Category B.

The words "Biological Substance, Category B" must be written legibly on the outside of the box for both air and ground shipments.

If you are shipping dry ice, the Class 9 label is required. Write the amount of dry ice in kilograms.

Write the complete shipper information.

# Step 6. External box markings

## Category A, infectious

Do not cover any pre-printed markings.



SHIPPER'S DECLARATION FOR DANGEROUS GOODS		(Provide at least three copies to the airline)		
Shipper: <b>Mayo Clinic Laboratories</b> Attn: Susan Nemo-Ross 3055 Superior Drive NW Rochester, Minnesota 55901 (800) 533-1710		Air Waybill No. Page 1 of 1 Page Shipper's Reference Number: internal		
Two completed and signed copies of this Declaration must be handed to the operator.		<b>WARNING</b> Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.		
<b>TRANSPORT DETAILS</b> This document is valid for the conditions specified for <input type="checkbox"/> TRANSPORT BY AIR <input type="checkbox"/> TRANSPORT BY SEA (IMDG) <input type="checkbox"/> TRANSPORT BY ROAD (ADR)		Point of Destination: <b>Rochester, Minnesota</b> (Optional) Type: <input type="checkbox"/> Other (specify) <input type="checkbox"/> Other (specify)		
NATURE AND QUANTITY OF DANGEROUS GOODS				
UN No.	Dangerous Goods Identification	Quantity and type of packaging	Packing Inst.	Authorization
UN2814	infectious substance, affecting humans (Suspected Category A, Infectious Substance)	6.2 ONE (1) FIBREBOARD BOX Total Volume _____ mL	620	
Additional handling instructions: <b>InfoTrac Account #104136</b>				Responsible Person: <b>Thomas Griffin (800) 533-1710</b>
I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labelled, and are in all respects in proper condition for transport according to applicable International and National Governmental Regulations. I declare that all of the applicable air transport requirements have been met.		Name/Title of Signatory Place and Date Signature (In liquid signatures you do not use the sign and date fields and marking agency will be required to label the document)		
InfoTrac Account # 104136 (800) 533-2023 Emergency Telephone Number				

The UN2814 Marking must be on all boxes shipped by air and containing Infectious Substances Affecting Humans, Category A.

Write the complete shipper information.

Shipper's declaration is required with all Category A shipments.

# Step 7. Shipping info

## Fill out the shipping label correctly

- Include Mayo Clinic Laboratories complete shipping address (See below).
- Shipping label must be the outermost document in pouch (must be visible at all times).
- If shipping via FedEx utilize "Priority Overnight" service.
- If shipping via UPS utilize "Next Day Air" service.
- If shipping on a Friday please make sure the Saturday Delivery box is checked.
- **DRY ICE REQUIREMENT (if applicable):** enter 2.2 kg on the shipping label and on the outside of your box.
- Use only clear tape to seal box. Overlap the sides by 2 inches to ensure the container is sealed. Regulatory markings on box must be visible at all times.

**Shipping info:**

Mayo Clinic Laboratories

Attn: Tom Griffin

3050 Superior Dr. NW

Rochester, MN 55905

**Phone: 800-533-1710**

