



Campus-to-Campus Package Label – Please Complete All Sections

To _____

From _____

Phone _____

Phone _____

Emergency Name and Phone _____

Please see below for specific packaging instructions. Check all boxes that apply to your package.

- Dry Ice _____ kg / lbs
- Exempt Human Specimen
- Lithium Batteries – Forbidden for Transport Aboard Aircraft or Vessel
- Small Quantities Hazardous Materials “This package conforms to 49 CFR 173.4 for domestic highway or rail transport only”
- Other: _____
- Exempt Specimen (Plant, GMO, etc.)
- Exempt Animal Specimen

Fold label in half along dotted line and tape to outside of box. Package must adhere to C2C [Terms and Conditions](#).

You must follow the instructions below when sending packages containing allowable hazardous materials.

Dry Ice:

- Items being cooled by dry ice must not be hazardous
- Package must be marked with the words “Dry Ice” and the net quantity in KG
- Package must **NOT** be marked with UN numbers or Class 9 label
- **Package must be sturdy (e.g. Styrofoam cooler within cardboard box) and allow the release of carbon dioxide gas**

Biological Substances:

- Items must **NOT** be DOT [Infectious Substances](#)
- Can be substances that are:
 - non-pathogenic to humans or animals
 - in a form that any present pathogens have been neutralized or inactivated
 - environmental samples which are not considered to pose a significant risk of infection
 - human or animal sample being sent for routine testing not related to an infectious disease
 - patient specimens for which there is minimal likelihood that pathogens are present
 - non-infectious genetically modified organism/microorganisms (GMO/GMMO)
- **Package must consist of 3 components**
 - **leak-proof primary container(cushioning if primary containers are fragile)**
 - **leak-proof secondary packaging with significant absorbent**
 - **strong outer packaging (i.e. cardboard box)**
- Package must be marked either:
 - “Exempt Human Specimen”
 - “Exempt Animal Specimen”
 - “Exempt Specimen”

Lithium Batteries

- Batteries must be of a type proven to meet the UN test (no home or lab made Li batteries)
- When contained in or packed with equipment, batteries must weigh less than 11 pounds total
- Except when contained in equipment, no more than 24 Li cells or 12 Li batteries
- **Cells or batteries are separated or packaged in a manner to prevent short circuits**
- **Must be contained in strong outer packaging or equipment**
- Package must be marked “Lithium Batteries-Forbidden for Transport Aboard Aircraft or Vessel”

Small Quantities Hazardous Materials (>10% formaldehyde, ethanol, etc.)

- Items must **NOT** be explosive, radioactive, gasses or packing group I materials (high hazard)
- **Inner containers must be less than 30 ml or 30 g**
- **Inner containers must have closures secured by positive means (tape, wire, parafilm)**
- **Package must consist of 3 components**
 - **leak-proof primary container**
 - **leak-proof secondary packaging with significant absorbent**
 - **strong outer packing (i.e. cardboard box)**
- **Package must weigh less than 64 pounds**
- **Package must be of DOT type to meet drop test requirements**
- Package must be marked
 - “This package conforms to 49 CFR 173.4 for domestic highway or rail transport only”