**Shipping Checklist Category B – UN3373**

|  |  |  |
| --- | --- | --- |
| **Packing-Marking-Labeling** | **Yes** | **No** |
| Leak-proof, sealed primary container |  |  |
| Absorbent, sufficient to absorb entire contents of liquid samples |  |  |
| Itemized list of contents between secondary & outer packaging |  |  |
| Primaries maximum of 1 liter each (4 liter total max. per pkg.) |  |  |
| Name & address of shipper |  |  |
| Name & address of consignee (receiver) |  |  |
| Name & phone number of responsible person |  |  |
| Proper shipping name – Biological Substance, Category B |  |  |
| UN3373 diamond label (minimum 2 sq. inches) |  |  |
| Quantity – volume or weight in grams or mL |  |  |
| ***If dry ice used:*** |  |  |
| UN Number (UN 1845) |  |  |
| Class 9 label (4 square inches) |  |  |
| Quantity of dry ice in kg |  |  |
| **Air Waybill** | **Yes** | **No** |
| Proper shipping name – Biological Substance, Category B (you may write this in the internal billing reference area on Fedex airbill) |  |  |
| UN Number (UN 3373) |  |  |
| Quantity – weight of volume in grams or mL |  |  |
| Class 9 and UN 1845 (if dry ice used) |  |  |
| Weight of dry ice in kg (if dry ice used) |  |  |
| Name & address of shipper |  |  |
| Name & address of consignee |  |  |
| Name & phone number of person responsible |  |  |
| Internal billing reference (if used) |  |  |
| Packing type |  |  |
| Type of service |  |  |
| Total weight of package |  |  |
| Release Signature |  |  |

Questions? Contact the WSU Office of Environmental Health & Safety: 313-577-1200