



Transportation of Dangerous Goods (TDG) DRY ICE Shipping Instructions

1. Use a Styrofoam box for dry ice. The Styrofoam box must be inside a cardboard box and must not be sealed (CO₂ gas needs room to expand). Use enough dry ice, i.e. minimum 2-3 kg.
2. FedEx is preferred for dry ice shipments.
3. The package must have a label showing the shipping address and return address. Make up “TO” and “FROM” address labels. Use large enough fonts, e.g. 16-18 pt. bold. **Don't forget to add phone # of addressee.**
4. Leave space for a “Dry Ice” label (diamond shaped, class 9, black stripes) in upper right corner, on the side of the box. Do not write the dry ice weight inside the diamond. (See sample label and package).
5. The waybill must contain this exact wording “**Dry Ice, UN1845, 1x __ kg, Dangerous Goods Shippers Declaration Not Required**”.
6. Only a certified TDG shipper can sign the waybill. These are: Ligia, Mark E, Lise, John G, Yuexin, Anna.
7. Three (3) copies of the “Commercial Invoice” are required for all international packages. The value declared for samples should be \$2-10. Indicate clearly: “**No commercial value, for research purposes only**”.
8. FedEx plastic pouch containing the waybill and commercial invoices should fit on top panel of cardboard box (i.e. use large enough box, do not bend pouch).
9. Provide the following info:
 - a. Exact description of shipment: e.g. **5 x 1 mL vials containing human DNA in liquid phase**
 - b. Approximate weight of dry ice (in kg): e.g. **2 kg (This weight has to match the weight on waybill!)**
 - c. Cardboard box dimensions (in cm): e.g. **L x W x H = 33 x 31 x 30 cm**
 - d. Name of person who is paying for the shipment: e.g. **PI name.**
 - e. Your name, your lab, phone # where you can be reached.
10. When package is ready, it may be shipped from Reception, main office. Please make sure that you have your package ready **before 2:00PM**. When shipping in Canada/USA it is not a good idea to ship on Fridays or before long weekends. Plan to be around on the day of the shipment, in case there are any problems.
11. **Biological Substance, Category B (UN3373)** labels can also be used for non-infectious items.
12. Please note that we are not certified to ship **radioisotopes (class 7)** and **infectious (class 6.2)** materials.
13. *Thanks in advance for your cooperation!*

