In A Nutshell

Secondary and tertiary containers, labeling, permits, oh my! The process of moving your samples from Point A to Point B, whether on campus or off campus, can be a little tricky. First, ask yourself the following questions, “What is in my sample that may be of concern? Where does it need to go? How is it going to get there? Does it need a permit? Do I need training to package it?” If you don’t know the answers to all of these questions, don’t guess…contact EHS for assistance. Here are a few key pointers to help you determine how to move forward.

Best Practices

- **Training may be required** – Dry Ice, Genetically Modified Organisms (GMOs), and Infectious Substances being shipped require special packaging and that the shipper receive training. Any motor vehicle transportation, even on campus, also requires training and special packaging. EHS offers these trainings [online](#).

- **Permits may be required** – There are many different types of permits, and navigating them can be confusing. Contact EHS to help you determine if your shipment requires a permit.

- **On Campus** - Transport biological substances and contaminated samples between the laboratory and other facilities (such as the animal facility) in a sealed, secondary container with absorbent toweling, and labeled with the biohazard symbol.

- **Off Campus** – If you don’t know whether your item requires special packaging, permits, or training in order to ship, please review the EHS [Hazardous Materials Shipping site](#) and contact EHS for guidance.

- **Labels matter** – Labels tell emergency responders, shippers, and other support personnel what is in that box; without it, they do not know the risks of the material contained within.

- **Personal vehicle usage** – Review Risk Management’s policy on [Use of Personal Vehicles for University Business](#); the policy also applies if there is any damage done to your vehicle due to inappropriate packaging or inadequate security.

- **Campus2Campus Bus** – If you are sending or receiving any biological materials via the Cornell Campus2Campus bus, there are strict [Campus2Campus Bus packaging and labeling requirements](#).

- **Live Animals** – Follow [ACUP 547](#) if you are transporting animals outside of animal facilities. If they are experimentally infected, contact EHS or CARE for assistance in advance if possible, as there may be a need for special permits and/or decontamination procedures.

Things to Avoid

- **Do not guess** – If you don’t know how to package your sample or what permits or other requirements there may be, don’t guess…contact EHS

- **Do not ship Dry Ice without training** – Shipping Dry Ice in the air without training is against DOT regulations and can have negative consequences for the university

Questions? Contact EHS!

[www.ehs.cornell.edu](http://www.ehs.cornell.edu)  255-8200  [askEHS@cornell.edu](mailto:askEHS@cornell.edu)
Where to get training and more information

- Visit the EHS Hazardous Materials Shipping site
- Visit the Risk Management Use of Personal Vehicles for University Business site

Visual Guide

For non-motorized (on foot) On-Campus movement (between labs or buildings), use a secondary container that is leak-proof and labeled with the biohazard symbol.

This box is missing any labeling to indicate what material is inside.

Transport by motor vehicle of any kind, even between buildings on campus, requires special packaging and training.