

## Receiving Shipments of Biological Materials--Your Responsibilities

“Dangerous goods”, also known as hazardous materials, are any substance or material that is capable of posing a risk to health, safety, property, or the environment. Infectious substances, biological specimens, and dry ice are considered dangerous goods.

Receivers of dangerous goods packages have the following responsibilities:

- Obtain import permits, if necessary
- Inspect packages for damage or leaks before opening
- Use appropriate personal protective equipment (PPE) and containment (if necessary) when opening packages. Materials requiring biosafety level 2 precautions should be opened in a biological safety cabinet.
- Verify itemized contents of the package
- Report receipt of package, discrepancies, or damages/leaks to the shipper and the carrier
- Report leaks to the Biological Safety Officer

The shipping of dangerous goods is regulated by the U.S. Department of Transportation and the International Air Transport Association. Domestic and international shipping regulations require that individuals who perform any of the following functions must be trained and tested:

- Determining the hazard class of the material
- Selecting, filling, or loading dangerous goods packages
- Marking or labeling dangerous goods packages
- Preparing shipping papers

If you perform any of the above shipping functions, you are required to complete the Safe Shipping of Biological Materials and Dry Ice Certification every two years.

For more information on shipping dangerous goods, visit the [Research Safety website](#).