

Biological Materials Shipping ManualProcedure: 2.16
Version: 1.4Created: 1/10/14
Revised: 7/14/15**A. Purpose**

Many biological materials, as well as dry ice and common preservatives, are regulated as *dangerous goods* when shipped in transit via ground, air, rail or vessel. This manual serves as a guidance document to aid Columbia University personnel with the shipping of dry ice and/or biological materials in compliance with University policies and the regulations promulgated by the US Department of Transportation (DOT) and International Air Transport Association (IATA).

Compliance with shipping regulations is critical to ensure the successful arrival of shipments, the safety of personnel involved in the shipping, handling, and receiving of shipments, and to avoid the severe civil and criminal penalties that can result from non-compliance.

B. Applicability

The requirements of this document apply to all Columbia University faculty, staff, or students involved in the preparation of shipments of dangerous goods. This includes:

- Taking an initial training and certification course, with recertification every two years
- Classifying biological materials for shipment,
- Determining appropriate packing instructions,
- Selecting materials for packaging,
- Packing the samples for shipment,
- Marking and labeling of packages,
- Completing and/or signing shipping documents,
- Securing packages prior to releasing them to a courier,
- Retaining shipping documents for two years

The scope of this manual is limited to the preparation of shipments of biological materials that do not require the completion of a Shipper's Declaration (see section **D. Definitions**). For shipments involving materials that require a Shipper's Declaration, such as Infectious Substances – Category A, please contact Environmental Health & Safety for assistance. Procedures and policies for the inter-campus transport of biological materials are also described.

C. Responsibilities

Principal Investigators are ultimately responsible for ensuring compliance with all shipping regulations for dangerous goods shipments sent from Columbia University laboratories, and for ensuring that any personnel to be involved in the preparation of dangerous goods shipments receive appropriate training. All dangerous goods shipments remain the responsibility of the sender throughout the period of transport until final receipt.

Policy And Procedures Manual For Receiving Dock

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management of daily operations and includes information on a wide variety of topics such as leadership quality control human resource management communications and financial control and management This new edition also contains information on the practical operation of the food service department that has been greatly expanded and updated to help institutions better meet the needs of the customer and comply with the regulatory agencies standards **Wiley GAAP Policies and Procedures** Steven M. Bragg, 2007-07-31 Now fully updated and at your fingertips the most practical authoritative guide to implementing GAAP Get the answers you need to prepare financial statements and keep up to date on the latest FASB requirements Now fully revised and updated Wiley GAAP Policies and Procedures Second Edition is an ideal companion to the Wiley GAAP guide and provides the practical application information essential to ensuring that a company's accounting systems are fully capable of incorporating the most recent GAAP A concise version of the more detailed GAAP found in the Wiley GAAP guides Wiley GAAP Policies and Procedures Second Edition features handy illustrative decision trees showing how to determine which GAAP ruling to use in a variety of situations eliminating hours of time wading through detailed GAAP rulings and presents New chapters on interim reporting segment reporting and accounting changes and correction of errors Updated content on FAS No 151 Inventory Costs FAS No 153 Exchanges of Non monetary Assets FAS No 154 Accounting Changes and Error Correction FAS No 156 Servicing of Financial Assets Implementation on nineteen newly issued EITFs Specific accounting policies that comply with GAAP especially in terms of creating controls that mesh with GAAP The most common accounting transactions modified to work within GAAP restrictions Specific controls that allow the maximum level of control over accounting systems while remaining in compliance with GAAP Templates for forms and reports that can be used in a GAAP compliant accounting system Numerous examples of footnotes that can be used to describe GAAP mandated financial disclosures Hundreds of GAAP compliant journal entries for most accounting transactions Wiley GAAP Policies and Procedures Second Edition is a valuable tool for CFOs controllers accounting managers and general ledger accountants who need to ensure that their company properly treats all types of accounting transactions in accordance with GAAP **Accounting Best Practices** Steven M. Bragg, 2007-04-18 Praise for Accounting Best Practices Fifth Edition For a comprehensive yet easy to read guide to fixing those all too common shortcomings in your accounting department look no further than this excellent book Steve Bragg provides hundreds of fixes many of them requiring surprisingly little time or cost while providing a handy guide to common implementation pitfalls I would recommend this invaluable book to anyone who is looking to enhance their existing processes whether due to growth in their business compliance with Sarbanes Oxley or just as part of their ongoing improvement process Martyn Webster CPA Director of FinanceXenoPort Inc This book is critical to running an efficient and accurate accounting department The use of RFID technology to track documents is one of many valuable tools in this latest edition A required read for the demanding accounting manager's role Jason Charet CPA I've used Steve Bragg's Accounting Best Practices books for years as a source of ideas for improvement Like the previous editions

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