

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

Michael Rajnik



Policy And Procedures Manual For Receiving Dock:

Decoding **Policy And Procedures Manual For Receiving Dock**: Revealing the Captivating Potential of Verbal Expression

In a time characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its power to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Policy And Procedures Manual For Receiving Dock**," a mesmerizing literary creation penned with a celebrated wordsmith, readers attempt an enlightening odyssey, unraveling the intricate significance of language and its enduring impact on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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