

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

RC Schank



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Table of Contents Policy And Procedures Manual For Receiving Dock

1. Understanding the eBook Policy And Procedures Manual For Receiving Dock
 - The Rise of Digital Reading Policy And Procedures Manual For Receiving Dock
 - Advantages of eBooks Over Traditional Books
2. Identifying Policy And Procedures Manual For Receiving Dock
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Policy And Procedures Manual For Receiving Dock
 - User-Friendly Interface
4. Exploring eBook Recommendations from Policy And Procedures Manual For Receiving Dock
 - Personalized Recommendations
 - Policy And Procedures Manual For Receiving Dock User Reviews and Ratings
 - Policy And Procedures Manual For Receiving Dock and Bestseller Lists

5. Accessing Policy And Procedures Manual For Receiving Dock Free and Paid eBooks
 - Policy And Procedures Manual For Receiving Dock Public Domain eBooks
 - Policy And Procedures Manual For Receiving Dock eBook Subscription Services
 - Policy And Procedures Manual For Receiving Dock Budget-Friendly Options
6. Navigating Policy And Procedures Manual For Receiving Dock eBook Formats
 - ePub, PDF, MOBI, and More
 - Policy And Procedures Manual For Receiving Dock Compatibility with Devices
 - Policy And Procedures Manual For Receiving Dock Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Policy And Procedures Manual For Receiving Dock
 - Highlighting and Note-Taking Policy And Procedures Manual For Receiving Dock
 - Interactive Elements Policy And Procedures Manual For Receiving Dock
8. Staying Engaged with Policy And Procedures Manual For Receiving Dock
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Policy And Procedures Manual For Receiving Dock
9. Balancing eBooks and Physical Books Policy And Procedures Manual For Receiving Dock
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Policy And Procedures Manual For Receiving Dock
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Policy And Procedures Manual For Receiving Dock
 - Setting Reading Goals Policy And Procedures Manual For Receiving Dock
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Policy And Procedures Manual For Receiving Dock
 - Fact-Checking eBook Content of Policy And Procedures Manual For Receiving Dock
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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