

DOT Shipper's Declaration (Certification)

# of boxes	Basic Description	Total Quantity
	UN2814, Infectious substance, affecting humans (Fill in the proper shipping name), 6.2	
	24 hr. Emergency Contact: (Fill in the Name of person/agency) (Fill in the telephone #)	

This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

Signature: _____

Date: _____

Directions for completing the “*DOT Shipper’s Declaration (Certification)*”

(This form may be used when shipping Category A infectious substances by ground (e.g. via Gold Cross))

1. Fill in the number of boxes being shipped.
2. Fill in the proper name of the organism you are shipping, but do not use abbreviations (i.e. *Mycobacterium tuberculosis* not Mtb).
3. If you don’t know the ID, but suspect a select agent or Category A infectious substance, then list the proper name as (suspected Category A infectious substance).
4. Fill in the total quantity of all the specimens in the package (i.e. If you are sending 3 slants that are each 5 ml, list the total quantity of 15 ml).
5. Fill in the name of the person or the name of the agency and the telephone number where someone who is knowledgeable of the contents of the package is immediately available 24/7. The phone number must not go to an answering machine or pager service, but must be answered by a person who is able to answer any questions about the content of the package in the event that the package is damaged and the contents are leaking out. This 24/7 response is essential for the transporter to obtain immediate information for proper disinfection and clean up of a spill. You may fill in the name and phone number of your facility if someone will answer the phone 24/7. Make sure that whoever may answer the phone has a copy of the shipper’s declaration easily available to them, so that they can see what is in any packages that have been shipped and can answer all questions that may be asked of them.
6. Sign and date the shipper’s declaration statement