**Courier Service Between Hershey Medical Center and University Park**

A courier service has been established to transport Research and Biological materials between the Hershey Medical Center (HMC) and the University Park campus (UP). These materials are not permitted on the shuttle operated by PSU Transportation Services, but the private courier is capable of moving materials from HMC to UP and vice versa. The shuttle currently operates Tuesday and Friday. Drop off and pick up points are the QA Lab at HMC located in HG154, Ground Floor and the loading dock of the Millennium Science Complex, University Park, PA.

**Specific Information**

* Samples are to be packaged and labeled in accordance with IATA Packaging Requirements
* Samples going to PSU must be delivered to the HMC QA Lab by **8am** on Tuesday and Friday.
* Samples will arrive to PSU Main Campus around **11AM** the same day
* Samples going to HMC must be delivered to the loading dock of the Millennium Science Complex by **11am** on Tuesday and Friday and will arrive to HMC around **4PM**.

All University Park personnel transporting materials to, or picking up materials from The Millennium Science Complex must receive training on shipping regulated biological materials, which is available through the Collaborative Institutional Training Initiative (CITI), by doing the following:

1. Log into the CITI program (citi.psu.edu)

2. Add a Course

3. Select the “Shipping of Regulated Biological Material” option

4. Select Next

5. Select the “Shipping of Regulated Biological Material” on the main menu (should be your home page) and you should be able to access the three individual modules from here.

**Notes:**

1. If you have not previously used CITI, you will be required to set up a profile with them. Also, if a University vehicle is used to transport the materials, the driver must comply with [University Business Services Policy BS20](https://policy.psu.edu/policies/bs20), which requires drivers to be at least 18 years of age, have no major moving violations on their driving record, and, If less than 21 years of age, they have completed the University-sponsored driver training program (<https://psu.csod.com/samldefault.aspx?returnurl=%252fDeepLink%252fProcessRedirect.aspx%253fmodule%253dlodetails%2526lo%253dff603703-37e3-43ce-b59a-824f93ddead1>). Principal Investigators are responsible for ensuring that these requirements are met.

**Labeling**

All shipments must be packaged using the required International Air Transport Association (IATA) SOP. A graphic representation of these requirements in found on the back of the shipping label. All fields on the label must be completed; incomplete labels may result in the shipment being rejected by the courier.

Packing and shipping materials are available from [Saf-T-Pak](http://www.saftpak.com/) .