Information
- Samples are to be packaged and labeled in accordance with IATA Packaging Requirements
  - This form must be attached to the OUTSIDE of the container being shipped
- Ensure packages are brought to the drop-off point BEFORE the scheduled pickup/departure. This service is for TUESDAY & FRIDAYS only
- Ensure you have made plans for your package to be picked up by appropriate personnel upon delivery to its final destination
  - If package(s) are being delivered to HMC, they will be delivered to the Hospital Quality Assurance Lab (Ground Floor)
  - If package(s) are being delivered to PSU Main Campus, they will be delivered to the Millennium Science Complex loading dock

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DELIVERY SERVICE FOR:
- TUESDAY 10am at BPL
- TUESDAY 11am at PSU
- TUESDAY 4pm at HMC
- FRIDAY 10am at BPL
- FRIDAY 11am at PSU
- FRIDAY 4pm at HMC

I certify that this shipment contains biological/research materials that have been approved in advance for transport by the BioSafety Committee at PSU or HMC. The persons transporting the materials have been trained on IATA Packaging Requirements. Principal Investigator initials required.

P.I. Initials

PennState Physical Plant
PSU EHS Office
(814) 865-6391

PennState College of Medicine
Bio Safety
HMC BioSafety Officer Pagers
(717)531-4311
x0114 or x6129
Information

Samples must be packaged and labeled in accordance with IATA Packaging Requirements (right)

Delivery/Pickup times Tues & Fri:
- Starting at HMC QA Lab: 8am
- to Benner Pike Lab (BPL): 10am
- to PSU Millennium Science Complex Dock: 11am
- Ending at HMC QA Lab: 4pm

NOTE: Items must be dropped off BEFORE the listed times above

Biological/Research Sample Packaging
Required IATA SOP

Cross Section of Proper Packaging

Primary Receptacle Leakproof or Shippers
Secondary Receptacle Leakproof or Shippers
Insulating Substance
Absorbent Packing Material (for liquids)

Rigid Outer Packaging

Package Mark

Name, address, and telephone number of person responsible. (This information may instead be printed on a written document such as an air waybill)

HMC Drop-off Map

HMC QA Lab
Glass Drop-off Window
Ground Floor

PSU Main Campus Drop-off

Loading Dock Area
Millennium Science Complex
University Park, PA