

Checklist for Shipping Dry Ice

(where shipper's declaration for dangerous goods is **not** required)

The following checklist is provided to assist trained shippers with ensuring they have met all the requirements of shipping dry ice when packaged on its own or with non-dangerous goods.

All shippers must complete the online dry ice shipping training before using this checklist. DO NOT use this checklist for shipments of hazardous materials including chemicals and infectious materials.

Is the following information correct for each entry?

The Air Waybill contains the following information in the "Special Handling" section (6).

- ☐ Under "Does this shipment contain dangerous goods?" check "Yes, but a shipper's declaration is not required" to indicate that this shipment does **not** contain a dangerous good with the dry ice.
- ☐ Check the box "Dry Ice" then indicate the number of packages being shipped and the total quantity of dry ice (in kilograms).

Quantity

- ☐ The quantity of dry ice per package is less than 200 kilograms.

Packaging

- ☐ Dry ice is placed in an insulated container such as a Styrofoam insert and not placed directly in a cardboard box.
- ☐ Samples should be surrounded by an absorbent material and then placed in secondary containment.
- ☐ Secure samples in a way that when dry ice sublimates, samples will not move freely inside insulated box.
- ☐ The packaging conforms with Packing Instruction 904 and the package is vented to permit the release of gas
- ☐ Outer packaging (i.e. cardboard box) is free from damage and is in proper condition for shipment. Do not use plastics or other brittle material for outer package.
- ☐ Tape box only as directed by manufacturer or in a way that will not interfere with gas release (i.e. do not fully tape all seams of the box).

Markings and Labels

- ☐ Class 9 (Miscellaneous hazard) label affixed.
 - ☐ Label is affixed to a vertical side of the box (not top or bottom) and is oriented as a diamond.
- ☐ The words "UN1845 Dry Ice" or "UN1845 (Carbon dioxide, solid)" is written the box.
- ☐ Full name and address of the shipper (you) and consignee (who you are sending package to) is posted.
- ☐ The net quantity of dry ice within each package is listed.
- ☐ Irrelevant marks and labels are removed or blackened.

Contact Risk Management & Safety at safety@uvm.edu with questions. Visit their website for more information on Shipping with Dry Ice (www.uvm.edu/safety).

