

# Record of Employee Training and Certification for Shipping Infectious Substances with or Without Dry Ice

Completion of both the e-Learning course and department requirements constitutes certification that the individual has been trained per 49 CFR 172.704/ IATA 1.5, Chapter 1 of ICAO Technical Instructions. Environmental Health & Safety \*107 HLHS \* Ph. 319-335-8501 \* Rev. December 2023

## EHS Provided e-Learning Course

Dear Trainee:

A record of completion of this e-Learning course will be added to your HR Self Service site under "My Training." By completing the blanks below, you are verifying that you have successfully completed EHS's e-learning course. Provide this form to your supervisor or designated work area trainer listed on the form below. The Supervisor or Designated Work Area Trainer must maintain a copy of this record.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Supervisor or Designated Work Area Trainer (Please Print)

\_\_\_\_\_  
Department

The employee named above successfully completed EHS's "Shipping Infectious Substances with or Without Dry Ice" training by receiving an exam score of at least 80%. Course materials provided by Nyree Mortensen, PhD, RBP(ABSA), Biosafety Officer, EHS.

This course includes general awareness and function-specific information on how to: with instruction on how to:

- Classify infectious substances and dry ice.
- Choose the proper shipping name and UN number when shipping an infectious substance.
- Choose the proper shipping instructions: PI620, PI650, PI959, or PI954.
- Mark the outer package correctly and attach the correct shipping labels.
- Correctly complete a Shipper's Declaration of Dangerous Goods when necessary for infectious substances with or without dry ice.
- Correctly complete an Air Waybill for Category B, Biological Substances with or without dry ice.
- Use protective measures when handling dry ice.
- Use the correct emergency response number for PI 620 shipments.

## Department Requirements

Indicate the type of material(s) this individual prepares for shipment. Check all that apply.

- ☐ Human blood, blood components, tissue samples, etc.: if checked annual Bloodborne Pathogens training must be completed.
- ☐ Category A or B infectious Substances: if checked, EHS's Basic Biological Safety Course must also be completed.
- ☐ Dry ice only: if checked, no additional training requirements apply.
- ☐ The individual is shipping for the first time and will prepare the shipment under the guidance of a person experienced in shipping the same type of material(s).

Supervisor Verification of Training: I verify that the trainee has completed the department requirements as noted above and can successfully prepare and present a package for shipment according to DOT/IATA specifications

\_\_\_\_\_  
Supervisor or Designated Work Area Trainer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**This record is your official training certificate and expires in 2 years.**

The Supervisor or Designated Work Area Trainer must maintain a copy of this record.

It is recommended the employee also keep a copy.

**IOWA**

**Environmental Health  
and Safety Office**