



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

Environmental Health & Safety – 100 EHS • Ph. 319-335-8501 • Rev. 10/31/2015

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.

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, as listed below.

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 developed by Carol McGhan, CBSP, Director, EHS.

This course includes general awareness and function-specific information 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 packing instructions: PI620, PI650, or PI954.
- Mark the outer package properly and attach the correct shipping label(s).
- 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 dry ice.
- Use protective measures when handling and shipping 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 also 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).

Verification of Training: I verify that the individual 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 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.