

**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.