

**Individual Employee Training Documentation Form**  
**Packaging and Shipping of Diagnostic Specimen and/or Infectious Substances**

Employee Name: \_\_\_\_\_

Date of Training: \_\_\_\_\_

Training is

- Initial Training
- Result of Regulatory Change
- Required Refresher Course

Training Course consisted of:

A general awareness of packaging and shipping requirements, including regulations or policies of

- U.S. Postal Service
- Department of Transportation
- Federal Express
- UPS
- Other \_\_\_\_\_

- Requirements for packaging infectious substances
- Requirements for packaging containing Dry Ice
- Requirements for completing Shipper's Declaration
- Safety procedures related to the handling of pathogens.
- New regulations

Training curriculum for this course is in location in the Safety Department

I certify that this employee has been trained in the packaging and shipping of laboratory specimens. That the training is consistent with the responsibilities they are expected to perform as part of their job, and that a review of the material indicates a mastery of the subject matter.

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Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_