



## **Guidance Note: Researchers Preparing Shipping Boxes**

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*This information is for your internal use and as a way of providing consistent information. There is no response required.*

### **Researchers Preparing Shipping Boxes**

It is important that researchers properly package their laboratory equipment and supplies into shipping boxes prior to having them transported to Fitzsimons by the moving contractor. Researchers need to check every piece of laboratory equipment that once held hazardous materials to insure that any remaining samples or standards have been removed. In addition, it is important to segregate any chemical reagents or liquids from the shipping boxes in order to prevent spills and contamination problems.

Researchers need to adhere to the following guidelines when packaging laboratory supplies and equipment into cardboard shipping boxes:

1. Do not place into boxes any chemical reagents or chemical waste containers. Do not box up supplies or equipment which has significant chemical contamination. Wash contaminated equipment or supplies thoroughly with soap and water. Do not box up aerosol cans, gas cylinders, charcoal, paint, varnish, disinfectants, household bleach or kits containing chemical reagents (Lab Packing Contractors will ship these).
2. Do not place into boxes any containers or equipment holding liquids of any kind (including sterile water).
3. Do not place into boxes any equipment or supplies potentially contaminated with radioactive isotopes until the item has been cleared by the use of wipe tests. Potentially radioactive materials include lead bricks, lead pigs, lead sheeting, Plexiglas shielding, or equipment that held radioactive materials.
4. Do not place into boxes any infectious agents, biological samples or equipment contaminated with potentially infectious materials (properly decontaminate prior to shipment). Do not box up needle buckets holding discarded sharps or containers holding biomedical wastes.
5. Do not place into boxes any mercury containing thermometers, barometers, sphygmomanometers, blood pressure cuffs or other equipment containing metallic mercury (Lab Packing Contractors will ship these)..
6. Do not package any loose needles, syringes, sharps, scalpels, razor blades, glass slides, sheets of glass, or thin glass rods into a shipping box unless it has been placed inside a rigid container that will prevent it from poking through the cardboard shipping box.

**Do not place sharp or pointed objects of any kind into the shipping box unless it has been packaged in such a manner that it will not puncture or tear through the cardboard shipping box.**