

# **SAFE TRANSPORT OF INFECTIOUS SUBSTANCES**

## **BY AIR (SHIPPERS TRAINING)**

### **COURSE INFORMATION**

#### **PURPOSE**

The Safe Transport of Infectious Substances by Air Course (Shippers Training Course) has been compulsory since 1<sup>st</sup> July 2004. You are required by the International Air Transport Authority (IATA) and Civil Aviation Safety Authority (CASA) of Australia to ensure that you and your staff receive dangerous goods training on an approved course every 2 years.

You must be trained to meet the requirements of:

- United Nations Committee of Experts
- International Civil Aviation Organisation (ICAO)
- International Air Transport Authority (IATA)
- World Health Organisation (WHO)
- Civil Aviation Safety Authority (CASA) Australia.

Compliance will ensure the safety of all who travel by air and protect shippers and their agents from unknowingly committing unlawful acts regarding dangerous goods.

It is also a common belief that those shipping biological substances need not be trained – this is also incorrect as biological substances (referred to as ‘Biological Substances, Category B’ but also previously called ‘Diagnostic Specimens’ or ‘Clinical Specimens’) are classified as a Class 6.2 dangerous good and as such can only be shipped by an approved person (i.e. a person who has completed the approved training course).

Common items to be shipped that would require this training include:

- animal specimens
- plant materials
- tissues samples,
- dry ice to refrigerate a sample
- bloods
- ethanol solutions
- human or animal samples etc.



#### **WHO SHOULD DO THIS TRAINING?**

This course is for all those who pack, mark, label or complete the paperwork (referred to as Group F employees) such as a consignment note or shipper's declaration associated with the shipping of these items for transport by air:

- Class 2.2 (e.g., liquid nitrogen)
- Class 3 (e.g., methanol, ethanol, or formaldehyde solutions)
- Class 6.2 (e.g., infectious substances, biological substances, patient specimens) and
- Class 9 (e.g., dry ice, genetically modified micro-organisms).

This includes:

- researchers
  - pathologists
  - clinical trials staff
  - laboratory managers and technicians
  - stores personnel
  - nursing staff and medical practitioners
  - veterinary industry personnel
- to name but a few....



Anyone who has anything to do with the process from the point of the sample (dangerous goods) being placed in packaging for shipping, the completion of the packing process, the marking and labelling of that package and the completion of the documentation must be trained. Some courier companies are now requiring proof of certification prior to the pickup of your item for shipping.

If the supervisor is actively involved in the shipping process they must be trained. Regardless of this, the person being supervised must also hold the approval – the supervisor alone does not meet the requirements of the legislation. All those associated with the shipping process must be approved.

It is also important and highly recommended to train those who receive packages in order that they are aware of the correct packaging and can identify one that may perhaps have been incorrectly packaged and hence deal with it appropriately. Many organisations effectively conduct this training for their stores/receiving staff as part of their risk mitigation program.

Some organisations may also use Australia Post for the shipping of some samples – they still must be trained regardless of whether a courier or Australia Post is used – the courier for example is similar in the transport process to Australia Post in that they act as the transport agent.

## **WHAT DOES THE COURSE GIVE YOU?**

You will receive:

- comprehensive training in the theory and practical aspects of the Safe Transport of Infectious Substances by Air
- training to recognise articles and substances which have dangerous properties and be aware of the procedures for their classification
- our full-colour course workbook (see formats below) and a set of review questions (the assessment is an open book guided by review questions)
- facilitator support – you can book a Zoom or TEAMS call or phone one of our consultants at any stage throughout the course if you would like to ask specific questions
- a Certificate of Approval upon completion of the course plus a personalised feedback sheet on your answers to the review questions
- any updates and changes made to the IATA Dangerous Goods Regulations during your 2-year currency
- notification for renewal starting approx. 3 months prior to the expiry of the certificate.

## **COURSE QUALIFICATION AND RECOGNITION**

You will receive a Certificate of Approval – Safe Transport of Infectious Substances by Air (Shippers Course) plus a feedback sheet on the answers to the review questions.

The training program has been approved by the Civil Aviation Safety Authority (CASA) of Australia and fulfils the International Air Transport Authority (IATA) requirements for shippers of these substances (Employee Groups F).

## PREVIOUS COMPETENCY

No previous knowledge or experience is required to complete the course.

## AVAILABILITY

Our correspondence courses are available 24/7 through our website at [Safe Transport of Infectious Substances – Civil Aviation Academy \(caaa.com.au\)](https://caaa.com.au) or you can order by contacting our office via email to [andy@caaa.com.au](mailto:andy@caaa.com.au) or (08) 6180 7939 (during Western Australian business hours).

Courses are issued in a variety of formats. Your organisation can elect to either standardise the format for all employees or simply list the format required when placing your order.

Formats available:

- Via E-mail – Includes a workbook in PDF format and review questions in word format.
- Hard copy - full-colour bound workbook (approx. 100 page and the review questions (course assessment)).

The workbook will guide you to answer a series of questions at the end of each section. The review questions are open book and you are prompted to complete the sections of your assessment as you read through the workbook. It takes approximately 6-7 hours to complete the correspondence course. Whilst doing the course, if you have any queries, you can contact us by email or phone and your Facilitator will guide you through your query.

## COURSE FEES

### Initial Issue Correspondence (GST included)

Email	\$140.00
Hard Copy	\$170.00 incl. postage and handling

### CAAA Renewals Only

Email	\$115.00
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The correspondence course includes:

- the full colour course workbook and set of review questions
- facilitator assistance whilst completing the course
- certificate of approval upon completion of the course plus a feedback sheet on the answers to the review questions
- updates and changes made to the IATA Dangerous Goods Regulations during your 2-year currency
- notification for renewal starting approx. 3 months prior to the expiry of the certificate.



## SUPPORT



We understand that most people don't deal with transporting dangerous goods all the time so we offer support to help with any difficult questions. You can book a Zoom call with one of our consultants. Alternatively, email and phone support is also available. Please contact Andy on [andy@caaa.com.au](mailto:andy@caaa.com.au) or (08) 6180 7939 (during Western Australian business hours).

## SYLLABUS OF TRAINING

<p><b>Unit 1 - Introduction</b></p> <p>Preamble</p> <p>Covid-19</p> <p>Course Objectives</p> <p>Training Requirements</p> <p>Definitions</p> <p><b>Unit 2 - Applicability</b></p> <p>General Philosophy</p> <p>Australian Legislation</p> <p>Shipper's Responsibilities</p> <p>Compliance Process</p> <p><b>Unit 3 - Limitations</b></p> <p>Limitations Placed on Dangerous Goods</p> <p>Permitted for Air Transport</p> <p>Dangerous Goods Forbidden in Aircraft Under Any Circumstances</p> <p>Dangerous Goods Forbidden Unless Exempted</p> <p>Dangerous Goods Permitted as Air Cargo</p> <p>Hidden Dangerous Goods</p> <p>Dangerous Goods Carried by Passengers &amp; Crew</p> <p>Dangerous Goods by Post</p> <p>Dangerous Goods in Excepted Quantities</p> <p>Dangerous Goods in Limited Quantities</p> <p>State &amp; Operator Variations</p> <p><u>Review 1 – Open Book assessment</u></p> <p><b>Unit 4 - Classification</b></p> <p>Shipper's Responsibilities</p> <p>UN Hazard Classes</p> <p>Packing Groups</p> <p>Class 1 - Explosives</p> <p>Class 2 - Gases</p> <p>Class 3 – Flammable Liquid</p> <p>Class 4 – Flammable Solids; Substances Liable to Spontaneous Combustion; Substances which, in Contact with Water, Emit Flammable Gases</p> <p>Class 5 – Oxidising Substances and Organic Peroxides</p> <p>Class 6 – Toxic and Infectious Substances</p> <p>Class 7 – Radioactive Material</p> <p>Class 8 – Corrosives</p> <p>Class 9 – Miscellaneous Dangerous Goods</p>	<p><b>Unit 5 - Identification</b></p> <p>Shipper's Responsibilities</p> <p>List of Dangerous Goods</p> <p>Selecting the Proper Shipping Name and UN Number</p> <p>Interpreting the Dangerous Goods List</p> <p>Numerical Cross Reference</p> <p>Special Provisions</p> <p>Material Data Safety Sheets</p> <p><u>Review 2 – Open book assessment</u></p> <p><b>Unit 6 - Packaging</b></p> <p>Shipper's Responsibilities</p> <p>Packaging</p> <p>UN Packing Instructions 620, 650, 954 and 95</p> <p><b>Unit 7 – Marking and Labelling</b></p> <p>Shipper's Responsibilities</p> <p>Applying the Correct Markings &amp; Labelling</p> <p>Requirements for Infectious Substances, Category A</p> <p>Requirements for Biological Substances, Category B</p> <p>Overpacks</p> <p>Refrigerants</p> <p><u>Review 3 – Open book assessment</u></p> <p><b>Unit 8 - Documentation</b></p> <p>Shipper's Declaration</p> <p>General Requirements</p> <p>Completion of the Shipper's Declaration</p> <p>Completion of the Air Waybill (Consignment Note)</p> <p>Transport Planning</p> <p><b>Unit 9 – Emergency Responses, Dangerous Goods Accidents, and Incidents</b></p> <p>Emergency Response</p> <p>Potential Hazard and Risks Associated with Infectious Substances and Biological Substances, Category B</p> <p>Reported Incidents</p> <p>Case Studies</p> <p><u>Review 4 and 5 – Open book assessment</u></p>
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