

Safe Shipping of Biological Materials and Dry Ice Training (aka IATA Training)

Training and certification for packing, marking, labeling, shipping, loading, transporting, and/or accepting hazardous materials and dangerous goods, including human specimens, are mandatory. This course is conducted through Northwestern University. Follow the steps below to sign up for training and obtain certification.

Step 1:

Obtain a Northwestern University NetID if you do not have one already. Complete this [form](#) to request a NetID.

After receiving your NetID, submit a [POI \(Person Outside the Institution\)](#) form.

Note: Individuals with offices in the Simpson Querrey Biomedical Research Center do not need to submit a POI.

Step 2:

Log into [myHR Learn](#) with your NetID

Search "**Safe Shipping of Biological Materials and Dry Ice**"

Register for both the online module and webinar at the same time.

Complete the online module and test (with a passing score of 80%) to attend part 2.

Step 3:

Attend the live webinar held via Zoom to complete part 2. Upon completion, you will receive your certificate.

FAQs:

What is a Net ID and how do I get one?

A NetID is a username to obtain access to Northwestern systems such as myHR/Learn, REDCap, eIRB+, NU's electronic system, employee directory, etc. It is issued by NU's IT department, please complete the NetID request form to obtain a NetID. If you have any questions or concerns, please contact ocoo@luriechildrens.org. Approval from a Lurie Children's sponsor is required and must be renewed annually.

I am unable to access myHR-Learn.

This could be due to the NetID not being affiliated. Please complete a [POI \(Person Outside the Institution\)](#) form.

How to I register for the Safe Shipping Class?

During registration, part 1 will automatically be selected. Choose a date for part 2 from the drop-down menu, then select **COMPLETE REGISTRATION**. The course consists of two parts: Part 1 is an hour-long online course including the test; Part 2 is a live webinar conducted virtually via Zoom.

I am experiencing issues with registration, who should I contact?

Contact safetytraining@northwestern.edu

Does this certification expire or need to be renewed?

Yes, this certification must be renewed every two years.

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