



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

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

### **Step 1:**

A Northwestern University NetID is required. To request a NetID, contact [Victoria Ramos](#).

Once a NetID is issued, submit a [POI \(Person Outside the Institution\)](#) form.

Note: People 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:**

Complete part 2 by attending the live webinar held via Zoom. Once completed, you will obtain 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 contact [Victoria Ramos](#) to obtain and/or renew a NetID. 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?**

When registering, part 1 will automatically be selected, select the drop-down arrow to select a date for part 2, then select **COMPLETE REGISTRATION**. The course consists of two parts: Part 1 is an online course that takes about an hour in total with the test to complete; Part 2 is a live webinar held virtually via Zoom.

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

Contact [safetytraining@northwestern.edu](mailto:safetytraining@northwestern.edu)

#### **Does this certification expire or need to be renewed?**

This certification must be renewed every two years.