

Guidance for National Influenza Centres

Shipment of Infectious Substances under the WHO Shipment Funds Project

In order to expedite the shipment of influenza specimens and isolates from the National Influenza Centers (NICs) to the WHO Collaborating Centers on influenza and the WHO H5 Reference Laboratories, WHO has entered into an agreement with World Courier, Switzerland to provide shipping services for NICs and other influenza laboratories under the terms of the WHO Shipment Funds Project. Under this agreement the costs incurred by the courier company will be covered by WHO and not by the NIC.

This document outlines the procedures to be followed by NICs for the shipment of infectious substances and specimens of influenza viruses under the terms of the WHO Shipment Funds Project. NICs are requested to follow the step-by-step instructions, below, whenever specimens or isolates are shipped.

PROCEDURE AND DOCUMENTATION FOR SHIPMENT

1. For each shipment, NICs are requested to complete the attached **Booking Form** and forward by email or fax to World Courier, Switzerland and to WHO Global Influenza Programme at the addresses listed on the Booking Form.
2. A World Courier local agent will then contact the NIC concerned to arrange collection of the shipment within a maximum period of one week. The World Courier agent will provide all relevant packaging, labelling and paperwork according required to comply with international regulations (see [Infectious Substance Category](#)¹). Dry ice will also be provided should the NIC request "Frozen" shipment on the Booking Form.
3. The NIC will be required to complete the following paperwork before the World Courier agent can accept the package for shipment:
 - i. A House Airway Bill (HWB). This document will be provided by the World Courier agent.
 - ii. A Declaration of Dangerous Goods² (if relevant for category of substance).
 - iii. An export permit for the originating country as relevant.
 - iv. An import permit for the recipient country as relevant.
 - v. A packing list/invoice indicating the recipient's address, number of packages, detail of contents including weight and value (**see attached sample**). NB: for international transport, a minimal value is required even if the items are being provided free of charge.

The World Courier local agent will be able to advise the NIC on any of the above administrative requirements.

¹ http://www.who.int/ihr/publications/who_hse_ihr_2015.2/en/

² If the shipment contains an infectious substance (UN2814 or UN2900), a completed Declaration of Dangerous Goods (DGs) is also required. World Courier local shipping agent will be able to provide assistance concerning export documentation upon request.

4. As soon as the shipment has been dispatched, the NIC is requested to forward shipment details to WHO by entering the details into the password protected database, FluNet <http://www.who.int/flunet>, following the procedure below.
 - i. Select "FluNet" under "Data Entry" in the left frame of the screen.
 - ii. Select "Shipment data".
 - iii. Choose the year and week number when the shipment is made, then select "Go".
 - iv. On the new screen, select "Insert" to enter new data, "Update" to revise existing data, or "Delete" to delete existing data.
 - v. On the data entry/revision screen, inside box "Using WHO shipment funds", select "yes", "no" or "unknown" and enter the costs and all other required information concerning the contents of the shipment.

In the event that a new user account and password for data entry to FluNet is required, the NIC is requested to contact the WHO Global Influenza Programme by email at gisrs-whohq@who.int

PLEASE NOTE

Costs of shipments will only be covered by WHO when done strictly in accordance with the above instructions. Payment can only be made by WHO directly to World Courier. WHO is **not** able to accept or reimburse costs or invoices from the NIC.

All NICs are encouraged to plan their shipments of seasonal influenza samples, taking into consideration the timing of the WHO annual vaccine composition consultations in mid-Feb and mid-Sept and that WHO-CCs require at least one month in order to conduct the analysis of the virus isolates to be included in the WHO annual consultations.

ENQUIRIES AND CONTACT INFORMATION

1. For standard shipping arrangements, please contact World Courier at opsgva@worldcourier.ch or fax +41 22 8273070
2. For any specific queries surrounding logistics and shipping, please contact WHO Shipping and Logistics Support, Mr Christian Fuster, email fusterc@who.int or fax +41 22 7914878 indicating it is related to the WHO Influenza Shipment Fund Project in the subject heading.

More information about regulations for transport of IS may be found at the following link to WHO websites:

http://www.who.int/ihr/publications/who_hse_ihr_20100801/en/index.html

http://www.who.int/ihr/infectious_substances/en/index.html

FAQ: <http://www.who.int/csr/disease/influenza/FAQInfluenzaLogistics.pdf>