



Why does this process exist?

To ensure staff complete an approved Shippers Training Course that meets the requirements of both the International Air Transport Authority (IATA) and the Civil Aviation Safety Authority (CASA) and to provide the process for accessing the CAAA course.

Important to note that some previous training, including the Mayo Clinic, was found to not be appropriate in an Australian context.

Who does this apply to?

This course applies to anyone involved in the preparation of human biological samples for shipment by air. This includes packing, marking or labelling the consignment or preparing a shipper's declaration.

Staff must hold current IATA certification in order to prepare the samples for shipment. Staff must be re-certified every two years.

Where and Why to File Certification

IATA certification should be filed in the department/group's 'central file' and any relevant trial Investigator Site File (ISF).

The Site Principal Investigator or their delegate is responsible for maintaining site staff training records in the ISF.

Resources

- [CAA Shippers Training Course](#)
- [IATA Regulations Factsheet](#)
- [Unimarket](#)

Find Out More

Review the [CRDO Launching Pad](#), [ICH GCP Section 4.2.6](#), and [Training Procedure SOP](#) (to come)

Please contact crdo.info@mcri.edu.au if you have any questions.

Booking CAAA Course

1. Log into Unimarket

- Through MCRI Okta, log into Unimarket via the tile on home page.

2. Create a Non-Catalogue Item

- Once you have opened Unimarket, in the top left hand of the screen there is blue button labelled 'Create' – select this.
- This will drop down four options, select the first one 'non-Catalogue'.

1. Fill in Order

- A blank order form will appear, fill in following details:
 - Supplier: Civil Aviation Academy
 - Item Name: Safe Transport of Infectious Substances (Digital Copy)
 - Unit Price: \$140.00 (for bookings less than 10), \$104.55 (if booking 10+)
 - Unit of Measure: Each
- 'Optional Details' is left blank.
- Once filled out, select button 'Add to Cart' at bottom of form.

4. Checkout

- Once added to cart, go to your cart in top left hand of page and checkout order.
- In the order you will need to provide a quantity, a cost centre and a GL code:
 - Quantity: Number of courses being purchased – please note to use accurate unit price based on this
 - Cost centre: Department's own cost centre
 - GL Code: 34460 (Staff training)
- Select checkout at the bottom of the page once all details are entered.

5. Accessing the Training Course

- After the order has been approved, Andy from CAAA will email the person who made the order.
- There are two options for getting the training code:
 - Send through the individual emails of those who will complete the training.
 - Provide a managers email that will receive all the training codes (the quantity of which is determined in your order) and can disperse them at their discretion.
- Training codes will be provided to the email(s) provided to Andy. Training codes will expire after **90 days** from receiving the training email.