The U.S. Department of Transportation (DOT) and the International Air Transportation Association regulate outbound shipment of chemical, biological or radioactive materials. Please complete this form and return to [Tom Hodges](mailto:hodgetf@auburn.edu) or [Michael Freeman](mailto:freemms@auburn.edu) in [Environmental Health & Safety](https://cws.auburn.edu/rms/pm/environmentalManagement). You will be contacted to arrange for the packaging of your shipment.

**IMPORTANT!**

* **Research-related transfers** are subject to additional criteria and may require completion of a [Materials Transfer Agreement](https://cws.auburn.edu/OVPR/pm/tt/standardagreements) before shipping. Please direct questions to [Mr. George Konstant](mailto:https://cws.auburn.edu/ovpr/Staff/Details/43) in the [Office of Innovation Advancement & Commercialization](https://cws.auburn.edu/OVPR/pm/tt/standardagreements).
* **Is the Material:**

Obtained under a Material Transfer Agreement (MTA) or any other form of agreement?

YES \_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_

Created using other biological material obtained under a MTA or any other form of agreement?

YES \_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_

Created in conjunction with non-AU personnel?

YES \_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_

Created as part of a research project for which you received External Support?

YES \_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_

* **INTERNATIONAL SHIPMENTS:**In the event Hazardous Materials or Dangerous Goods are being exported INTERNATIONALLY from Auburn University, please contact [Michael Massey](mailto:msm0098@auburn.edu) or [Danny Emmett](mailto:dje0003@auburn.edu) in the [Office of Research Security Compliance.](http://www.auburn.edu/administration/oacp/orsc.php)

**You should acquire proper UN packaging and absorbent material.**

**The package should have a mark similar to the following:**

**UN combination package example**

**RMS does NOT provide these items.**

1. Your Contact Information

Name:

Title:

Department:

Building Name:

Building Street Address:

City, State & ZIP:

Office Location (Room #):

Office Phone #:

Lab Location (Room #):

Lab Phone or Cell Phone #:

**Department FedEx Shipping Account Number:**

Shipment Reference (optional):

1. To whom will the shipment transportation be charged?
   1. You
   2. Recipient

Please include Departmental FedEx Shipping Account Number:

1. What is the declared value of the shipment, if any?
2. What substance or chemical do you wish to have shipped? (**Note**: *Give technical name, ie, Clostridium botulinum*, *Methanol, etc.)*
3. Will your shipment contain Dry Ice?

1. How many individual primary containers will you ship? (**Note**: *A primary container contains the substance itself; it is NOT the outer package.)*
2. Weight of package(s) (*in lbs*):
3. Dimensions of outer package(s) (*L x W x H*, *in inches*):
4. What is the capacity/total volume of each primary container?
5. What is the primary container material made from? (*ie, plastic, glass, metal, etc.*)
6. What is the net quantity of the dangerous goods material (*in kg or L*)?
7. Is this shipment Domestic or International?
   1. If International, to what Country?
   2. If International, what is the required declared value (*in U.S. dollars*):
8. Please provide recipient’s contact information (**NOTE**: You must use a street address):

Name:

Title:

Department:

Building Name:

Building Street Address:

City, State & ZIP:

Office Location (Room #):

Office Phone #:

Email address:

1. When would you like this shipment to ship (mm/dd/yyyy)?
2. Would you like e-mail notifications sent when the package has been shipped, tendered, excepted and delivered? (*List up to 3 different email addresses*)

1. When are the best time and the best means to contact you if RMS has a question?

Sources for shipping containers:

Uline <http://www.uline.com/Grp_90/Haz-Mat-Products>

VWR <https://us.vwr.com/>

Fisher Scientific [www.fishersci.com](file:///C:\Users\nelsost\Downloads\www.fishersci.com)

Further Instructions or Comments to EHS: