

# Auburn University

## Dangerous Goods Shipping Request Form

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](#) in [Environmental Health & Safety](#). You will be contacted to arrange for the packaging of your shipment.

**RMS NO LONGER SHIPS DANGEROUS GOODS INTERNATIONALLY.**  
**SEE DETAILS BELOW FOR INTERNATIONAL SHIPMENTS.**

### **IMPORTANT!**

- **Research-related transfers** are subject to additional criteria and may require completion of a [Materials Transfer Agreement](#) before shipping. Please direct questions to [Mr. Tyler Adams](#) in the [Office of Intellectual Property Exchange \(IPX\)](#). RMS must receive approval for all research-related shipments.

- **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 \_\_\_\_\_

- (1) **INTERNATIONAL SHIPMENTS:** If Hazardous Materials or Dangerous Goods are being **exported** INTERNATIONALLY from Auburn University, contact [Michael Massey](#) or [Kevin Briggins](#) in the [Office of Research Security Compliance](#) for approval.
- (2) Then you must contact [Amanda Roberts](#) at AU's [Customs Broker Page & Jones](#) for completion of your shipment.

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

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



**4G/X 20/S/GB94767**

RMS does **NOT** provide these items.

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**Dangerous Goods Shipping Request Form**

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):

2. To whom will the shipment transportation be charged?

a. Your Department

b. Recipient

c. Other \_\_\_\_\_

**Please include Departmental FedEx Shipping Account Number: \_\_\_\_\_**

3. What is the declared value of the shipment, if any?

4. What substance or chemical do you wish to have shipped? (**Note:** Give technical name, ie, *Clostridium botulinum*, *Salmonella isolates*, Methanol, etc.)

5. Will your shipment contain Dry Ice?

6. How many individual primary containers will you ship? (**Note:** A primary container contains the substance itself; it is *NOT* the outer package.)

7. Weight of finished package(s) (*in lbs*):

8. Dimensions of outer package(s) (*L x W x H, in inches*):

9. What is the capacity/total volume of each primary container?

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10. What is the primary container material made from? (*ie, plastic, glass, metal, etc.*)
11. What is the net quantity of the dangerous goods material (*in kg or L*)?
12. Is this shipment Domestic or International?
- a. If International, to what Country?
  - b. If International, what is the required declared value (*in U.S. dollars*):
13. Please provide recipient's contact information (**NOTE:** You must use a street address):
- Name: (Please provide an individual's name if possible!)
- Title:
- Department:
- Building Name:
- Building Street Address:
- City, State & ZIP:
- Office Location (Room #):
- Office Phone #:
- Email address:
14. When would you like this shipment to ship (mm/dd/yyyy)?
15. Would you like FedEx e-mail notifications sent when the package has been shipped, tendered, excepted and delivered? (*List up to 3 different email addresses*)
16. When are the best time and the best means to contact you if RMS has a question?

Sources for shipping containers:

Uline	<a href="http://www.uline.com/Grp_90/Haz-Mat-Products">http://www.uline.com/Grp_90/Haz-Mat-Products</a>
VWR	<a href="https://us.vwr.com/">https://us.vwr.com/</a>
Fisher Scientific	<a href="http://www.fishersci.com">www.fishersci.com</a>

Further Instructions or Comments to EHS: