**Chemistry Shipping Samples Procedure**

All outgoing packages containing chemicals, biological materials, and/or dry ice require verification and approval before shipment.

1) Please email chemistry-receiving@stanford.edu and chemistry-cas@stanford.edu with the following information:

- ✔ Sample description (chemical structure and/or chemical name, CAS number), Quantity, Sample Weight
- ✔ Recipient's Name, Address, and Phone #
- ✔ Desired shipping Date
- ✔ Desired shipping option - Overnight, 2-Day, Express, or Ground

2) Determination and classification of dangerous or hazardous shipments

- ✔ The EHS/Facilities Office will determine if your shipment contains regulated dangerous or hazardous goods
- ✔ For equipment, chemicals, software, etc. that will be shipped internationally, Export Controls must be contacted for export review. (Steve Eisner steve.eisner@stanford.edu)
- ✔ For shipment of research samples produced by Stanford or materials that are derived from Stanford research, and samples being shipped to a collaborator's lab for use in experiments or a research program may require review by the Office of Technology and Licensing (OTL) and a Materials Transfer Agreement (MTA) may be required.

3) When your sample is ready for shipment, you may drop it off in the CAS Office (Mudd-185) before 1:00pm. FedEx picks up outgoing packages at 2:15pm at Chemistry Receiving (Lokey Building – Fisher on-site).

3) The CAS Admin will generate the FedEx label and other required documents (eg. Commercial invoice).

4) Receiving will pick up the sample(s) in the CAS office and will assist in labelling and packing the shipment. Standard Hazardous Materials shipping boxes are provided by the receiving office. For dry ice shipments, the Styrofoam box must have an outer 'over pack' cardboard box or the local FedEx office will return the package. The weight of dry ice in KG is required for the packing labels.

**Requirements for Personnel Preparing and Offering Research Materials for Shipment**

1) Shipping dangerous or hazardous goods outside the US.

If you ship dry ice, hazardous materials, or any other regulated "Dangerous Goods", you must receive specific training to ensure the material is properly packaged and labeled or you will be in violation of Federal Law. The training and certification for shipping "dangerous goods" packages must be repeated within every two-year period to be valid.

"Dangerous Goods" include, but are not limited to, materials that are flammable, combustible, corrosive, reactive, oxidizing, toxic, radioactive, infectious, asphyxiating, elevated in temperature, or compressed, including aerosol cans. Dry ice is also regulated as a dangerous good in air shipments. If you are unsure whether your material is a "Dangerous Good" consult the MSDS for the product, call EH&S at 723-0448.

**NOTE:** Some groups have someone that has taken the dry ice shipping training and they can ship biological samples on dry ice without Department help. If the package contains chemicals or hazardous materials, those packages will need to be packed by Receiving unless they have also taken the exempted quantities shipping. Unless they have taken the class they cannot simply decide their package contains no hazardous materials. The person(s) packing the material and/or signing the shipping papers must be trained and certified in the shipping of dangerous goods. Dry ice packages should be packed in a Styrofoam box with a cardboard outer box. They must be labeled correctly and the amount of dry ice and contents must be indicated on the dry ice sticker.

**Important:** Stanford personnel are not allowed to directly ship any radioactive materials. If you need to have radioactive materials shipped, you MUST contact Health Physics at 723-2201.

2) Biological Materials and/or Dry Ice Shipments

If you are shipping biological or other materials and using Dry Ice to preserve the samples, it must be shipped as a "Dangerous Goods" shipment. You may complete the training requirement for biological materials shipments via an EH&S on-line training program. Check the Biosafety section of the EH&S website for information regarding the on-line training program to meet your biannual training requirement. A record of your training must be available for review upon request of Federal inspectors who regularly review Stanford shipping documents and visit the campus to review training records and interview individuals who have signed the shipping papers.

*Reviewed and approved on 07/09/2018*