



Hazardous Materials/Dangerous Goods Shipment Request Form

Submit this form with the Safety Data Sheets for the items being shipped to Shipping & Receiving by email at shipping@vims.edu or by campus mail.

1. Shipper Information

Name: _____ Email: _____
Phone: _____ Index: _____

2. Recipient Information

Name: _____ Company: _____
Address: _____

Phone: _____ Email: _____

3. Description of Shipment

Hazardous Materials included: _____

Please make us aware of any flammable, poisonous, explosive, corrosive, infectious, or radioactive substances, as well as any oxidizers, organic peroxides, batteries, dry ice, or compressed gases. Radioactive shipments must be reviewed by Eric Fidler in the Safety Office.

Description of shipment: _____

UN number: _____ Manufacturer & Product Numbers: _____

Type of inner receptacles: _____ Other: _____

Amount of material per inner receptacle: _____ Number of inner receptacles: _____

Inner receptacles have a threaded-type neck and cap or are held in place with wire or tape. _____

Inner receptacles are made of material that will not react chemically with the hazardous material. _____

Physical State: _____ Dry Ice Included? _____ Weight of Dry Ice: _____ kg

Form prepared by:

Signature: _____ Date: _____

Please review the following packing instructions to be sure that the shipment is secure.

Please save the completed form and attach it to an email sent to shipping@vims.edu to submit.

Hazardous Material/Dangerous Goods Packing Instructions

Inner Packaging:

- Hazardous Material/Dangerous Goods must be enclosed in inner packaging receptacles which will be inside of the outer box or container, and each inner package must be constructed of plastic, glass, porcelain, stone ware or metal.
- Inner receptacles containing liquid dangerous goods must have closures held securely, tightly, and effectively in place by secondary means (e.g., adhesive tape, positive locking wires, locking rings, or induction heat seals). The inner packaging must be securely closed and placed in a leakproof liner (see below) before being placed in the outer packaging.
- Closures must not react chemically with the material.

Intermediate packaging (between inner packaging and the outer box or container):

- Inner receptacles must be securely packaged in an intermediate container with cushioning material to prevent them from breaking, being punctured, or leaking under normal conditions of transport and with the absorbent material capable of absorbing the entire contents of the inner receptacles.
- Intermediate containers must completely contain the contents in case of breakage or leakage regardless of package orientation. Packaging the inner receptacles in a Ziploc bag with paper towels as absorbent and cushioning material is one option to fulfill this requirement.
- Absorbent and cushioning material must not react dangerously with the hazardous material or reduce the integrity or function of the packaging. The absorbent material may also be the cushioning material.
- The intermediate packaging containing the inner packaging must be securely packed in a strong, rigid outer packaging.

Outer Packaging

Outer packaging must be of adequate size to allow for all necessary marking and labels.

All of our hazmat or dangerous good shipments require a strong outer packaging and must be capable of withstanding a drop test and stacking test. Some of our hazardous materials shipments can be sent in any cardboard box. Fully Regulated shipments (ones that will need to include a shipper's declaration) require specially regulated and marked UN 4G boxes that will have markings like this along the bottom



of the box. S&R may need additional time in the shipping process to secure an appropriately rated 4G box for those shipments. Please contact Shipping and & Receiving at shipping@vims.edu if unsure of the allowable outer packaging for your shipment or with any other hazmat packaging questions or concerns.