

EH&S is available to help classify your shipment, complete shipper's declaration forms, commercial invoices and FedEx airway bills, select and review your packaging, advise on dry ice quantities and assist with international shipping and permitting. Complete the information below to enable EH&S to assess your shipping requirements. Submit the completed form by email (hazshipping@columbia.edu) or fax (212-795-5847). Prior to transferring materials, investigators may require a Material Transfer Agreement from Columbia Technology Ventures (MTA@columbia.edu). International shipments may require export permits and the recipient may require an import permit. This can take up to a month; so plan ahead.

SECTION 1: CONTACT INFORMATION

SHIPPER INFORMATION	CONSIGNEE / RECIPIENT INFORMATION
Contact Name:	Name of Recipient:
Principal Investigator:	
Institution/Dept:	Institution/Dept:
Mailing Address:	Mailing Address:
Phone:	Phone:
Fax:	Fax:
UNI:	email:

SECTION 2: SHIPMENT INFO

Today's date _____ Planned date of shipment _____

Has the shipper been DOT/IATA trained? No Yes. If yes, when _____

Who is preparing the shipment? Yourself Request EH&S assistance with shipment

Would you like EH&S to assist in selecting the appropriate packaging? Yes No

Select hazards applicable to the shipment: Biological and preservatives Chemical Radioactive

Now complete the section(s) below applicable to your shipment

SECTION 3: BIOLOGICAL MATERIALS AND PRESERVATIVES

Biological material to be shipped	Volume (ml/mg /other)	Number of samples
(1)		
(2)		
(3)		
(4)		

Is it likely to contain an infectious agent? Yes No

Biosafety level at which material is used: BSL-1 BSL-2 BSL-3 N/A

Are any permits required before shipment? Yes No Unsure, request EH&S assistance

Are these: Bacterial/Viral Culture DNA/RNA Animal Specimen Patient Specimen
 Genetically modified microorganism Cell line Other (specify) _____

Is the material in leak-proof tubes? Flip top Eppendorf Screw top Stoppered glass blood Other (specify): _____

Does the material contain any chemical preservative? Yes No
 If Yes, is it: Alcohol Formaldehyde Other: (specify) _____

What is the volume of the preservative per package? _____

Is it an ambient (room temperature) shipment? Yes No

If no, what will the materials be shipped in? Wet Ice/Ice pack Liquid Nitrogen Dry Ice Other(specify) _____

If the material is shipped on dry ice, what is the weight of dry ice? _____ kg

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SECTION 4: HAZARDOUS MATERIAL: CHEMICAL			
Note that these shipments will be prepared by EH&S upon receipt of the information below.			
Chemical material to be shipped	CAS number (see Safety Data Sheet)	Physical state (solid/liquid/gas)	Quantity (vol./weight)
(1)			
(2)			
(3)			
(4)			
Is it an ambient (room temperature) shipment? Yes No If no, what will the materials be shipped in? Wet Ice/Ice pack Liquid Nitrogen Dry Ice Other(specify) _____ If the material is shipped on dry ice, what is the weight of dry ice? ____ kg			
SECTION 5: RADIOACTIVE MATERIAL			
Note that these shipments will be prepared by EH&S upon receipt of the information below.			
Name of isotope	Quantity (volume/weight)	Activity (μ Ci/mCi)	
(1)			
(2)			
(3)			
(4)			
Subsidiary hazards (biological, flammable, corrosive, dry ice etc)? No Yes. If yes, describe _____ NRC/State/City license of receiving institution: _____ License expiration date: _____ Responsible PI (Receiving): _____			
ENVIRONMENTAL HEALTH AND SAFETY USE ONLY			
Category A- UN2814 Exempt Human Specimen PI-620 PI-650 PI-959 PI-954		Category A-UN2900 Exempt Animal Specimen PI- _____ PI- _____ Dry Ice-UN1845 Exempt/Unregulated Biological PI- _____ PI- _____ GMO-UN3245	
Excepted quantity exempt _____ CDC Permit #: _____ USDA Permit #: _____ Other Permit #: _____ Referred to (EH&S staff name) _____ Shipment sent date: _____ Shipment received date: _____ Carrier used: _____ Comments:			

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- This form cannot be submitted using an internet browser
- Save the pdf file to your desktop (or other file location on your computer)
- Open this file with Adobe Acrobat
- Complete the applicable fields
- Send for review by clicking the submit button above