

DANGEROUS GOODS SHIPPING

STEPS:

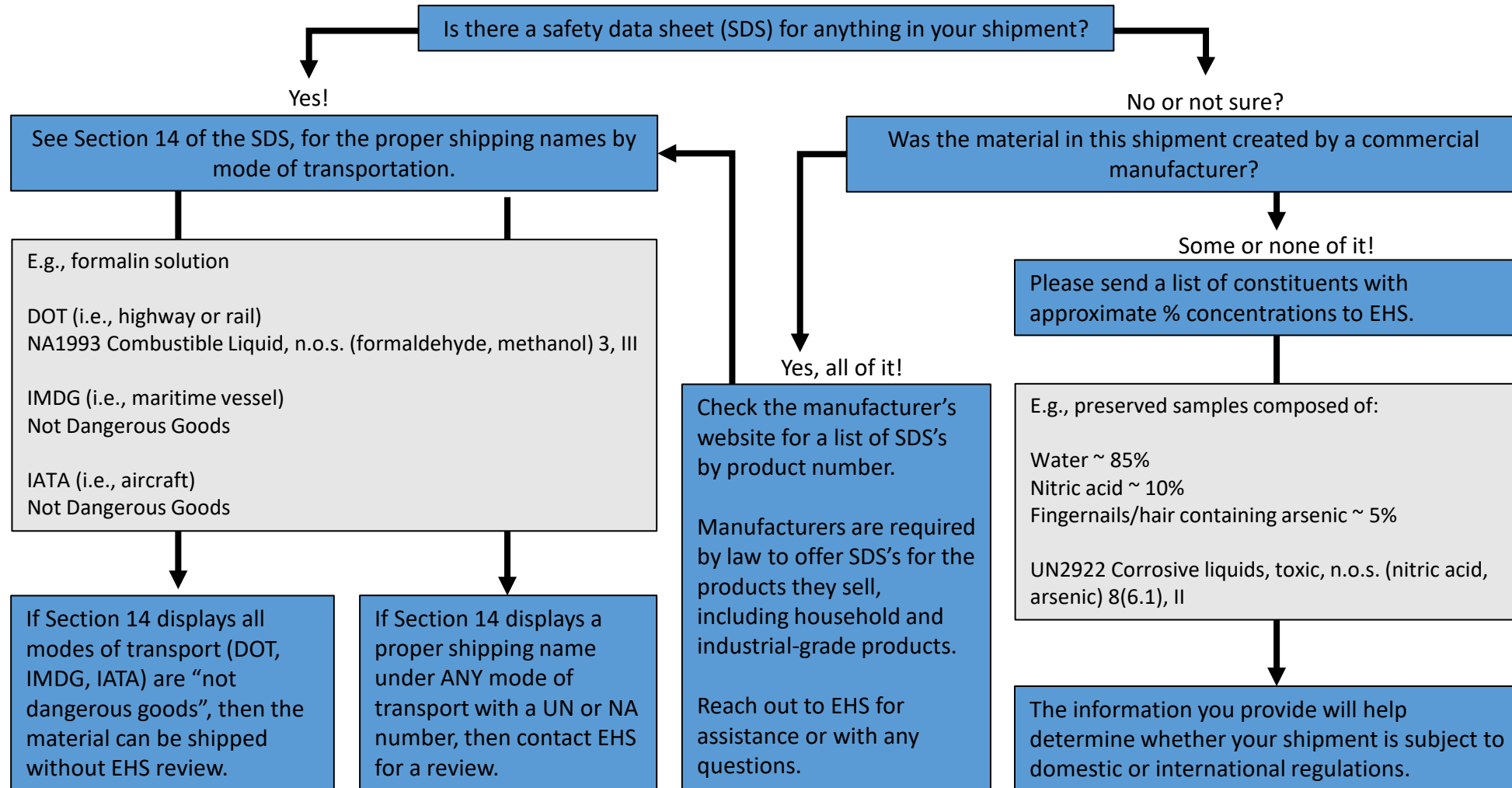
1. If unsure whether your shipment is considered a “Dangerous Good” for chemicals or biological agents, please review the “***Chemical Shipment***” or “***Biological Shipment***” flowchart.
2. If your shipment is considered a Dangerous Goods shipment, proceed to the “***URI Shipment Self-Check***” form. This does not need to be submitted to Environmental Health & Safety but must be reviewed by offeror.
3. Fill out the “***URI Shipment Review Form – General***” or “***URI Shipment Review Form – Batteries***”. Submit this form to Nic Englehart at nenglehart@uri.edu or Environmental Health & Safety’s general mailbox at srm@etal.uri.edu. Nic will contact you directly to discuss and schedule your shipment. Contact Nic with any specific questions at 874-5740.

THINGS TO KEEP IN MIND:

- Regardless of previous training or position at URI (researcher, Dean, Chair, staff or student), all Dangerous Goods shipments, including dry ice, MUST first be reviewed by Environmental Health and Safety.
- A safety data sheet (SDS) MUST accompany each shipment. If this is a chemical synthesized in the lab, the offeror must create the SDS and submit to Environmental Health & Safety for review.
- A funded chart field string (CFS) must be provided prior to shipping.
- All costs associated with the shipment (boxes, coolers, packaging, dry ice, ice packs) is the responsibility of the offeror. The only exception to this is Dept. of Transportation required labels. Contact Nic for assistance in choosing the correct shipping container or packaging.
- Import permits are the responsibility of the offeror.
- Environmental Health and Safety may require up to ten days to ship your Dangerous Good shipment. Please give us (and yourself) plenty of time.

Chemical Shipments

EHS Dangerous Goods Shipping Specialist: nenglehart@uri.edu; 401-874-5740 (office)



Any batteries (including those contained within equipment, packed with equipment or prototypes) require an EHS review. All battery types are subject to varying degrees of transportation regulations.

Biological Shipments

EHS Dangerous Goods Shipping Specialist: nenglehart@uri.edu; 401-874-5740 (office)

Does your shipment contain any human, animal or plant pathogens (either confirmed or suspected)?

Yes!

Is the material in question:

- Dried blood spots?
- Fecal occult blood screening tests?
- Substances in a form that any present pathogens have been neutralized or inactivated such that they no longer pose a health risk?

Yes!

Not regulated.
An EHS review is not necessary, if CITI trainings are complete.

No!

Is the material listed as a category A infectious substance? *See attached.*
OR
Is the material capable of causing permanent disability, life threatening or fatal disease?

Yes!

Biological Substance, Category A. Contact EHS for a review of your shipment.

No!

Biological Substance, Category B. Contact EHS for a review of your shipment.

No!

Is the material in question a direct patient specimen and packaged as an exempt human or animal specimen?

Yes!

Exempt human or animal specimen. Contact EHS for a review of your shipment

No!

Is the material a genetically modified organism or micro-organism?

Yes!

Contact EHS for a review of your shipment.

No!

Not regulated.
An EHS review is not necessary, if CITI trainings are complete.

Any shipments containing refrigerants such as dry ice or liquid nitrogen require an EHS review prior to shipment.

URI Shipment Self-Check

Criteria	Y/N
Have you reviewed the chemical & biological shipment flowcharts?	
Does your shipment require an EHS review? <i>NOTE: An EHS review is required for all shipments of dangerous goods, including biological substance category B and exempt human/animal specimens. Be aware that shipping dangerous goods without the proper training & documentation can result in significant fines.</i>	
If applicable, have you completed the 'Shipping and Transport of Regulated Biological Materials' training via CITI program?	
Have you completed the 'URI Shipment Review Form'? <i>NOTE: This form is necessary for EHS to expedite the review of your shipment.</i>	
Do you have packaging for the material that you wish to ship? <i>NOTE: Before purchasing packaging, consult the EHS dangerous goods shipping specialist to ensure the packaging is properly rated for your material.</i>	
If applicable, do you have the refrigerant that your shipment requires? <i>NOTE: Shippers are responsible for purchasing their own refrigerants, such as dry ice, liquid nitrogen, or ice packs.</i>	

For questions or concerns, please contact the EHS Dangerous Goods Shipping Specialist: nenglehart@uri.edu; 401-874-5740 (office).

This form is intended as a self-check to guide students & staff interested in shipping dangerous goods. This form does not need to be submitted for shipment.

URI Shipment Review

1. Complete this form for all shipments and submit to EHS, via email, at least 7 – 10 days prior to the anticipated shipment date.
2. Provide SDS(s) for all materials to EHS via email (including ice packs, dry ice, liquid nitrogen).
3. If this is an international shipment, please prepare your import permit. Be aware that any import permits required by the destination country may require extra time for processing.
4. If EHS determines the material in the shipment to be regulated, then schedule an appointment with EHS to inspect & package the material for shipment. Please note that the shipper must provide all boxes, coolers, packing materials to EHS. EHS can assist with selection of these materials.
5. For questions, contact the EHS dangerous goods shipping specialist: nenglehart@uri.edu
6. Please email the completed form to: nenglehart@uri.edu; srm@etal.uri.edu

Shipper Information	Recipient Information
Your name:	Name:
Campus address:	Company/Institution:
Department:	Address:
Campus phone:	City: State/Province:
Request date:	Zip/postal code:
Ideal shipment date:	Phone number:
Chart Field String (CFS):	

Full Chemical Name(s)	%	Biological materials (specimens/strains)	%

Purpose of shipment: <input type="checkbox"/> Analytical <input type="checkbox"/> Research <input type="checkbox"/> Other (specify):	Special shipment requirements: <input type="checkbox"/> Dry Ice, approx. weight: _____ kg <input type="checkbox"/> Liquid Nitrogen <input type="checkbox"/> Ice packs <input type="checkbox"/> Other:
Container size & quantity (include units): Total quantity of shipment (include units): Approximate dimensions of outer package:	Could this biological material be pathogenic? If yes, mark the most appropriate box: <input type="checkbox"/> Infectious substance affecting animals <input type="checkbox"/> Infectious substance affecting humans <input type="checkbox"/> Zoonotic <input type="checkbox"/> Plant pathogen <input type="checkbox"/> Other (specify):
Hazard type: <input type="checkbox"/> Biohazard <input type="checkbox"/> Chemical <input type="checkbox"/> Radioactive <input type="checkbox"/> None	Phase/form: <input type="checkbox"/> Liquid <input type="checkbox"/> Solid <input type="checkbox"/> Dry powder <input type="checkbox"/> Gas
Is this an original manufacturer's product? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the material genetically modified in any way? <input type="checkbox"/> Yes <input type="checkbox"/> No

Review URI's Export Control Policy, prior to any international shipment: <https://web.uri.edu/research-admin/office-of-research-integrity/export-controls/export-controls-frequently-asked-questions/export-controls-shipments/>

URI Shipment Review - Batteries

1. Complete this form for all shipments and submit to EHS, via email, at least 7 – 10 days prior to the anticipated shipment date.
2. Provide SDS(s) for all materials to EHS via email (including batteries).
3. For shipments containing lithium batteries, include each battery model's test summary. Lithium battery manufacturers & distributors are required by law to make test summaries available upon request. Test summaries ensure the battery is safe for shipment.
4. If this is an international shipment, please prepare your import permit. Be aware that any import permits required by the destination country may require extra time for processing.
5. If EHS determines the material in the shipment to be regulated, then schedule an appointment with EHS to inspect & package the material for shipment. Please note that the shipper must provide all boxes, coolers, packing materials to EHS. EHS can assist with selection of these materials.
6. For questions, contact the EHS dangerous goods shipping specialist: nenglehart@uri.edu
7. Please email the completed form to: nenglehart@uri.edu; srm@etal.uri.edu

Shipper Information	Recipient Information
Your name:	Name:
Campus address:	Company/Institution:
Department:	Address:
Campus phone:	City: State/Province:
Request date:	Zip/postal code:
Ideal shipment date:	Phone number:
Chart Field String (CFS):	

Battery Name/Manufacturer	Battery Model Number	Watt-hour capacity	Quantity	Approximate weight (lbs)

Select the type(s) of battery you are shipping: <input type="checkbox"/> Lithium (ion, metal) <input type="checkbox"/> Lead Acid <input type="checkbox"/> Nickel metal hydride (NiMH) <input type="checkbox"/> Nickel-cadmium (NiCd) <input type="checkbox"/> Alkaline <input type="checkbox"/> Other (specify):	Are these batteries contained in equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No Are these batteries packed with equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No Is this a battery powered vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are these batteries prototypes? <input type="checkbox"/> Yes <input type="checkbox"/> No Are these batteries defective or damaged? <input type="checkbox"/> Yes <input type="checkbox"/> No	Briefly describe any additional material or equipment in the shipment:

Review URI's Export Control Policy, prior to any international shipment: <https://web.uri.edu/research-admin/office-of-research-integrity/export-controls/export-controls-frequently-asked-questions/export-controls-shipments/>

* Battery terminals must be protected prior to shipment, to prevent discharge during transit.