



Intent to Ship Form for Chemicals or Radioactive Materials

Per federal regulations all chemical and radioactive shipments must be prepared by trained Research Safety Staff. Complete the Intent to Ship Form as follows.

In the left menu, select “Manage Lab Forms”.

- Research Safety (RS) Lab
 - » View Lab Profile
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Select “Submit New Form”.

Form Title	Submitted By	Lab	Submission Date	Last Updated	State	
Intent to Ship - Chemical	Williams, Benjamin	Research Safety (RS) Lab	03/04/2020 - 9:09am	03/04/2020 - 9:15am	Approved	Archive
Intent to Ship - Chemical	Hsiao, Anne	Research Safety (RS) Lab	09/23/2019 - 10:46am	09/23/2019 - 10:49am	Approved	Archive

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Select “Intent to Ship”.

Forms

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Complete the form; note that all fields with an asterisk are required.

Enter the basic information about your shipment.

Shipping Information

Materials to Ship: *

Chemical

Radioactive

Shipment Is: *

Domestic

International

Shipment Contains Dry Ice: *

Yes

No

kg

If your shipment contains dry ice, enter the amount in kg.

Return Information

PI:

Space: *

--Select--

Department: *

Phone Number: *

Chart String for Shipping: *

Destination Information

Responsible Individual: *

Company/University/Research Affiliate: *

Department, Building, Room: *

Address: *

City: *

State/Province: *

Postal Code: *

Country: *

Phone Number: *

If you selected "Chemical" at the beginning of the form, complete the following information about your shipment.

Chemicals to Ship

RS will then contact you with instructions for purchasing (if necessary) or obtaining appropriate packaging for your shipment. After you have obtained your packaging, contact RS to schedule a time to complete the shipment. RS staff will come to your lab to package, mark and label the shipment. RS will also make arrangements with the appropriate carrier, depending on whether the shipment is domestic or international.

Please note that it may take up to 7 business days for the shipment to be processed, depending on the quantity sent as the shipment, and on the amount of time to procure proper packaging materials.

Below, list each chemical or mixture separately. Vials or containers of the same mass/volume can be listed once with the "Quantity of containers" data filled in. A Safety Data Sheet (SDS) must be uploaded for each chemical in the shipment.

	Compound Name	Chemical Formula	Physical State	Number of Containers	Amount per Container	Unit
1	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	--Select-- ▼	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	--Select-- ▼
2	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	--Select-- ▼	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	--Select-- ▼

If you selected "Radioactive" at the beginning of the form, complete the following information about your shipment.

Radioactive Material to Ship

RS will then contact you with instructions for purchasing (if necessary) or obtaining appropriate packaging for your shipment. After you have obtained your packaging, contact RS to schedule a time to complete the shipment. RS staff will come to your lab to package, mark and label the shipment. RS will also make arrangements with the appropriate carrier, depending on whether the shipment is domestic or international.

Please note that it may take up to 7 business days for the shipment to be processed, depending on the quantity sent as the shipment, and on the amount of time to procure proper packaging materials.

Below, list each chemical or mixture separately. Vials or containers of the same mass/volume can be listed once with the "Quantity of containers" data filled in. Safety documentation must be uploaded for each chemical in the shipment.

	Isotope	Chemical Compound	Physical State	Number of Containers	Activity per Container (mCi)	Shielding
1	--Select--		--Select--			
2	--Select--		--Select--			

Upload a Safety Data Sheet or other relevant documentation for your chemicals or radioactive materials.

When the form is complete and all supporting documentation is uploaded, select Submit.

▼ Safety Documentation

Attach new file:
Browse... No file selected.
Upload safety documentation for each chemical.
Allowed extensions: *txt pdf jpg jpeg tff png gif xls xlsx odt doc docx ods*

Upload

Submit