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”.

Select “Submit New Form”.

Select “Intent to Ship”.

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

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

**Return Information**

- PI:

- Space:  
  --Select--

- Department:

- Phone Number:

- Chart String for Shipping:
If you selected “Chemical” at the beginning of the form, complete the following information about your shipment.

**Destination Information**

- **Responsible Individual:**
- **Company/University/Research Affiliate:**
- **Department, Building, Room:**
- **Address:**
- **City:**
- **State/Province:**
- **Postal Code:**
- **Country:**
- **Phone Number:**

*These fields are required.*

**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.

<table>
<thead>
<tr>
<th>Compound Name</th>
<th>Chemical Formula</th>
<th>Physical State</th>
<th>Number of Containers</th>
<th>Amount per Container</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
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</tr>
</tbody>
</table>
If you selected “Radioactive” at the beginning of the form, complete the following information about your shipment.

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.