

# SRS GROUP SHIPPING INFORMATION FORM

DATE REQUIRED @ DESTINATION:    \_\_\_ / \_\_\_ / \_\_\_

**THE FOLLOWING INFORMATION IS NEEDED FOR ALL SHIPMENTS:**

1. Your complete SHIP TO address. (Include contact person, full address, phone number and e-mail address)

<b>SHIP TO ADDRESS:</b>	NAME: _____
	INSTITUTION: _____
	DEPARTMENT/DIVISION: _____
	STREET ADDRESS 1: _____
	STREET ADDRESS 2: _____
	CITY, STATE & ZIP CODE: _____
	PHONE NUMBER: (    ) _____
	E-MAIL ADDRESS: _____

2. Enter either a FedEx or UPS account # in the following table.

<b>FedEx</b>	#	<b>UPS</b>	#
FedEx	Overnight / Ground	UPS	Overnight / Ground

3. Preferred method of shipment. Circle preference >>.

**NOTE:** FedEx must be used for all hazardous shipments shipped from ANL.

4. If shipping **chemicals** - complete table below with # of samples, chemical names, form, quantity (mg), value & container type.

	#	Chemical name ( <u>NOT</u> Formula)	Form	Quantity/each (in mg)	Value	Container type	Hazards?
CHEMICAL #1					\$		
CHEMICAL #2					\$		
CHEMICAL #3					\$		
CHEMICAL #4					\$		
CHEMICAL #5					\$		
CHEMICAL #6					\$		
CHEMICAL #7					\$		
CHEMICAL #8					\$		
	^	# of samples per chemical type					

Additional forms are available outside office 433-D009.

5. **MSDS (electronic) forms for all chemicals are required. Please E-mail to [spence@aps.anl.gov](mailto:spence@aps.anl.gov).**

6. If shipment contains **nanomaterials** - appropriate containers & labels are required. Specify whether nanomaterials are BOUND or UNBOUND.

## SHIPMENT INFORMATION FORM

7. For International shipments, both vendor and country of manufacture are required for all items by Export Controls.

Shipments will NOT go out without this information - (international shipments only)

8. For hazardous chemicals - specify which chemicals/samples are hazardous, the quantity of each (in mg) and check ALL of the hazards in the table below. Refer to MSDS forms (see Transport Information) for listed hazards.

HAZARDS	YES	NO	HAZARDS	YES	NO	HAZARDS	YES	NO	HAZARDS	YES	NO
Batteries	<input type="radio"/>	<input type="radio"/>	Dry Ice	<input type="radio"/>	<input type="radio"/>	Misc. Hazardous Mat'l	<input type="radio"/>	<input type="radio"/>	Biological Mat'l	<input type="radio"/>	<input type="radio"/>
Combustible Liquid	<input type="radio"/>	<input type="radio"/>	Explosives	<input type="radio"/>	<input type="radio"/>	Nano Materials	<input type="radio"/>	<input type="radio"/>	Biohazard Mat'l	<input type="radio"/>	<input type="radio"/>
Corrosive Material	<input type="radio"/>	<input type="radio"/>	Flammable Compressed Gas	<input type="radio"/>	<input type="radio"/>	Nonflam. Comprss'd gas	<input type="radio"/>	<input type="radio"/>	Carcinogenic Mat'l	<input type="radio"/>	<input type="radio"/>
Cryogenic Liquid	<input type="radio"/>	<input type="radio"/>	Flammable Liquids	<input type="radio"/>	<input type="radio"/>	Organic Peroxides	<input type="radio"/>	<input type="radio"/>	Combustible Mat'l	<input type="radio"/>	<input type="radio"/>
Dangerous-When-Wet	<input type="radio"/>	<input type="radio"/>	Flammable Solids	<input type="radio"/>	<input type="radio"/>	Oxidizer	<input type="radio"/>	<input type="radio"/>	Toxic	<input type="radio"/>	<input type="radio"/>
Diagnostic Specimens	<input type="radio"/>	<input type="radio"/>	Infectious Substance	<input type="radio"/>	<input type="radio"/>	Radioactive	<input type="radio"/>	<input type="radio"/>	Toxic Gas	<input type="radio"/>	<input type="radio"/>
<b>TOTAL QUANTITY OF HAZARDOUS MATERIAL =</b>						<b>UNIT OF MEASURE (circle) mg / ml</b>					

All hazardous chemicals and materials must be packaged in compatible containers to protect the contents during transport.  
For liquids - containers can NOT be more than 80% full. Chemicals/samples should be labeled, organized & contained by type.

If your shipment does not include chemicals - things are simpler. But a complete list of contents (for each box) and the value of each item is still required. Complete table below for all boxes you are shipping. Use additional forms as necessary.

BOX #	DETAILED DESCRIPTION of CONTENTS	BOX VALUE
#1:		\$
#2:		\$
#3:		\$
#4:		\$
#5:		\$
#6:		\$

If you have any questions about your shipment or these procedures - please contact Rick Spence via e-mail or phone (Contact information is below).

Please know that any discrepancies between this form and your shipment will result in delays in your shipment.

Thank-you for your help with preparing your items for shipment.

**Rick Spence**

**E-mail: [spence@aps.anl.gov](mailto:spence@aps.anl.gov)**

**Office Phone: 630/252-2797**

**Mobile: 630/247-5870**