

## PROPER SHIPPING PROCEDURES

In order for the NCI-Frederick to comply with Federal and International shipping regulations, and to facilitate the timely handling of all shipments leaving the NCI-Frederick, the following shipping procedures must be strictly observed at all times.

### Request for Shipping Forms

These forms are the first step in allowing trained EHS personnel to properly classify your shipments as either hazardous or non-hazardous and avoid the possibility of fines incurred due to the misclassification of shipments. These civil violations can result in penalties in excess of \$32,500.00 for failure to properly classify a shipment and can be incurred for each day that the violation exists. They may also lead to the assessment of other penalties that are a direct result of misclassification.

1. Request for Shipment Forms are required for **all** shipments leaving the NCI-Frederick. Those shipments, which are biological, chemical, or radiological in nature, must be faxed to EHS as well as Transportation. The RFS is found at <http://web.ncifcrf.gov/campus/safety/wizard>.
2. Domestic and courier shipment requests should be faxed to EHS and Transportation the day prior to the shipment, but are accepted if received by 10:00 a.m. the day of the shipment. International shipments require **at least a 5 business day notification** to arrange for carrier services.
3. A complete name of material to be shipped **must** be given. Abbreviations are **not** to be used. In order for EHS personnel to properly classify the material, the following information is required:
  - A. Is the material a chemical? If yes, supply EHS personnel with an MSDS (see #5).
  - B. Is the material fixed or in solution? If yes, describe (i.e., methanol, ethanol, chloroform, etc.).
  - C. Is the material infectious to either humans or animals? If yes, specify.
  - D. Is the material being screened for the presence of human or animal pathogens? If yes, specify what pathogens.
  - F. Do samples of micro-organisms (i.e., E. coli or yeast strains) contain recombinant DNA? If yes, please indicate.
  - G. Is the material radioactive? If yes, indicate the isotope and activity.

4. Chemical shipments require a Material Safety Data Sheet (MSDS). MSDS' for most chemicals are available from the manufacturer. If the material is synthesized in your laboratory, an OSHA required MSDS **must** be completed. These blank forms are available through EHS or on the Internet at:  
  
[http://www.uschamber.com/sb/business/tools/osh174\\_m.asp](http://www.uschamber.com/sb/business/tools/osh174_m.asp)
5. The name and the location of the contact person **must** indicate the location of the material and the person who is responsible for giving the material to either Transportation or EHS.
6. All other pertinent information on the RFS form **must** be completed. This includes:
  - A. The presence or absence of correspondence to accompany the shipment.
  - B. The conditions of the shipment (i.e., dry ice, cold packs, ambient).
  - C. The center number of the requestor.
  - D. The phone number of the consignee.
7. The cut-off time for all non-hazardous FedEx shipments is **3 p.m.** The materials must first be verified as non-hazardous by EHS and then hand carried by the requestor to Transportation.

#### Shipment Pickup

1. On the morning of the shipment, personnel knowing the location of the material to be shipped **must** be present to give the material to either Transportation or EHS personnel. **At no time are maps or notes showing the location of the material to be left for Transportation or EHS personnel. These shipments will be refused.** If you require a later pickup time, please indicate the time on the request for shipment form.
2. The requestor **must** supply Transportation or EHS with 2 address labels. The requester's name must be included at the top of the address label.
3. Any accompanying correspondence must be handed to Transportation or EHS personnel at the time of the shipment.