

Batten School of Coastal & Marine Sciences
HAZARDOUS MATERIALS / DANGEROUS GOODS

Shipment Request Form

Please submit this form with the corresponding Safety Data Sheets to Shipping & Receiving by email at shipping@vims.edu.

1. Shipper Information

Name		Phone	
Email		Worktag	

2. Recipient Information

Name		Company	
Address		Phone	
		Email	

3. Shipment Details

Hazardous materials included (check all that apply):

- | | |
|--|---|
| ☐ Flammable | ☐ Explosive |
| ☐ Poisonous / toxic | ☐ Organic peroxide |
| ☐ Batteries | ☐ Infectious substance |
| ☐ Corrosive | ☐ Radioactive |
| ☐ Dry Ice | ☐ Compressed gas |
| ☐ Oxidizer | |

Description of Shipment			
UN Number		Amount per Inner Receptacle	
Type of Inner Receptacles		Special Provision	
Number of Inner Receptacles		Other	
Physical State		Weight of Dry Ice (kg)	

☐ SDS for hazardous materials have been provided to Shipping & Receiving.

Additional Notes	
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Form Prepared By

I certify that the information provided on this form is true and accurate to the best of my knowledge and that this shipment has been prepared and packaged in accordance with the packing instructions on the following page.

Printed Name		Title	
Signature		Date	

Batten School of Coastal & Marine Sciences
Hazardous Material / Dangerous Goods
Packing Instructions

Please review these packing instructions carefully to be sure that the shipment is secure. Save the completed request form and attach it to an email sent to shipping@vims.edu to submit.

Inner Packaging

- Hazardous Material/Dangerous Goods must be enclosed in inner packaging receptacles inside the outer box or container. Each inner package must be constructed of plastic, glass, porcelain, stoneware, or metal.
- Inner receptacles containing liquid dangerous goods must have closures held securely, tightly, and effectively in place by secondary means (e.g., adhesive tape, positive locking wires, locking rings, or induction heat seals). The inner packaging must be securely closed and placed in a leakproof liner before being placed in the outer packaging.
- Closures must not react chemically with the material.

Intermediate Packaging (between inner packaging and the outer box or container)

- Inner receptacles must be securely packaged in an intermediate container with cushioning material to prevent them from breaking, being punctured, or leaking under normal conditions of transport, along with absorbent material capable of absorbing the entire contents of the inner receptacles.
- Intermediate containers must completely contain the contents in case of breakage or leakage, regardless of package orientation. Packaging the inner receptacles in a Ziploc bag with paper towels as absorbent and cushioning material is one option to fulfill this requirement.
- Absorbent and cushioning material must not react dangerously with the hazardous material or reduce the integrity or function of the packaging. The absorbent material may also serve as the cushioning material.
- The intermediate packaging containing the inner packaging must be securely packed in a strong, rigid outer packaging.

Outer Packaging

Outer packaging must be of adequate size to allow for all necessary markings and labels.

All hazmat and dangerous goods shipments require strong outer packaging capable of withstanding a drop test and a stacking test. Some hazardous materials shipments can be sent in any cardboard box. Fully regulated shipments (those requiring a shipper's declaration) require specially rated and marked UN 4G boxes, which carry markings like the example below along the bottom of the box:



Shipping & Receiving may need additional time to secure an appropriately rated 4G box for these shipments. Please contact Shipping & Receiving at shipping@vims.edu if you are unsure of the allowable outer packaging for your shipment, or with any other hazmat packaging questions or concerns.