



University of Delaware
Department of Occupational Health & Safety
BIOLOGICAL SHIPPING REQUEST FORM

Directions: Please complete this form as accurately as possible. All shipments require **at least** a one week advance notice. An incomplete form will delay the shipping process.

Any exportation permits, customs information, or requirements for **international shipments** are the responsibility of the individual completing this request form.

Please contact DOHS at 302-831-8475 with any questions or concerns.

Step 1: A Material Transfer Agreement (MTA) must be completed for your samples unless you are shipping your materials to your own lab members at another University of Delaware location or to a lab you are paying to perform analyses for you. MTAs are handled through Research and Graduate Studies. The forms are available on their website at <http://www.udel.edu/research/researchers/policies-forms.html>. Click on Material Transfer; the form you need is the Uniform Biological Material Transfer Agreement Letter. If you have any questions regarding this procedure, please contact Elizabeth Peloso in Research and Graduate Studies.

Step 2: Complete Section 1 of this form. All information is required to ship your material.

Step 3: Please check the appropriate category or categories for your shipment and complete the applicable section(s), which follow on subsequent pages.

<input type="checkbox"/> Section 2: Bacterial/Fungal/Viral Samples	<input type="checkbox"/> Section 5: Animal Materials
<input type="checkbox"/> Section 3: Genetic Materials/Phages/Proteins	<input type="checkbox"/> Section 6: Plant Materials
<input type="checkbox"/> Section 4: Human Materials	<input type="checkbox"/> Section 7: Other

Step 4: Certification Statement (Please read and sign. DOHS requires an actual signature in order to initiate the shipping process. You can complete the form, print it and fax to x1528 or send via email if you have a program that uses an electronic signature.)

I certify that all the information provided on this form is true and accurate. I am aware that there are substantial penalties and fines associated with misrepresentation of the information associated with the shipment of hazardous materials. I also certify that any synthesized and/or genetically modified material, if included in this shipment, was synthesized following Prudent Laboratory Practices as outlined in the University of Delaware's Chemical Hygiene/Biosafety Programs under the direct supervision of a technically qualified individual.

Signature: _____ Date: _____

Section 1: Administrative Information

Shipper Information:

Requester Name:
Supervisor/ Principal Investigator:
Department:
Phone Number:
Email:
Date to be shipped:
Date to reach destination:

Destination Information:

Name of Recipient:
Name of Business:
Street Address:
City:
State/ Country:
Zip Code:
Phone Number:
Email:

Billing Information:

Department FedEx Charge Code (NOT the UD code 1410-9842-0) or FedEx charge code for recipient if they are paying for the shipment:
Departmental Account or Purpose Code:
Account Administrator or Contact Name:
Account Admin/Contact Phone #:

Section 2: Bacterial/Fungal/Viral Samples

Please provide the following information that will aid in the accurate determination of shipping requirements. This section must be completed for each item to be shipped.

1. Name of organism/strain:
2. Is this material: Bacterial? <input type="checkbox"/> Viral? <input type="checkbox"/> Fungal? <input type="checkbox"/>
3. Is it on agar? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes: Plate <input type="checkbox"/> Slant <input type="checkbox"/> Tube <input type="checkbox"/>
4. Is it in broth? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes: Quantity: Type: Container Type:
6. How many containers?
7. Are samples in a larger container (i.e., storage box)? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:
8. Temperature requirements: Ambient <input type="checkbox"/> Ice pack <input type="checkbox"/> Dry ice <input type="checkbox"/>
9. Are any chemicals or radioactive materials present? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:
10. Has the organism been genetically modified? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:
11. Is it pathogenic to: Humans? <input type="checkbox"/> Animals? <input type="checkbox"/> Plants? <input type="checkbox"/> Nonpathogenic? <input type="checkbox"/>
12. Is a permit needed from USDA to ship it? Yes <input type="checkbox"/> No <input type="checkbox"/>
13. For international shipments: Is an import permit needed to get it into the destination country? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
14. Any additional information:

* Submit additional copies of this page if you have more items to ship.

Section 3: Genetic Materials/Phages/Proteins/Any Biological Component

Please provide the following information that will aid in the accurate determination of shipping requirements. This section must be completed for each item to be shipped.

1. Specify material:
2. From what specific source:
3. What does it code for/do?
4. Physical state: Solid <input type="checkbox"/> Liquid <input type="checkbox"/>
5. How much specimen is present:
6. How is it contained?
7. How many containers?
8. Are samples in a larger container (i.e., storage box)? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:
9. Temperature requirements: Ambient <input type="checkbox"/> Ice pack <input type="checkbox"/> Dry ice <input type="checkbox"/>
10. Are any chemicals or radioactive materials present? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:
11. Has the sample been modified? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:
12. Is a permit needed from USDA to ship it? Yes <input type="checkbox"/> No <input type="checkbox"/>
13. For international shipments: Is an import permit needed to get it into the destination country? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
14. Any additional information:

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Section 4: Human Materials

Please provide the following information that will aid in the accurate determination of shipping requirements. This section must be completed for each item to be shipped.

1. Type of sample:
2. Physical state: Solid <input type="checkbox"/> Liquid <input type="checkbox"/>
3. How much specimen is present:
4. How is it contained?
5. How many containers?
6. Are samples in a larger container (i.e., storage box)? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:
7. Temperature requirements: Ambient <input type="checkbox"/> Ice pack <input type="checkbox"/> Dry ice <input type="checkbox"/>
8. Are any chemicals or radioactive materials present? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:
9. Has the sample been modified? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:
10. Is it likely there are infectious agents in the sample? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:
11. For international shipments: Is an import permit needed to get it into the destination country? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
12. Any additional information:

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Section 5: Animal Materials

Please provide the following information that will aid in the accurate determination of shipping requirements. This section must be completed for each item to be shipped.

1. Type of sample:
2. Animal it is from:
3. How much specimen is present:
4. How is it contained?
5. How many containers?
6. Are samples in a larger container (i.e., storage box)? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:
7. Temperature requirements: Ambient <input type="checkbox"/> Ice pack <input type="checkbox"/> Dry ice <input type="checkbox"/>
8. Are any chemicals or radioactive materials present? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:
9. Has the sample been modified? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:
10. Is it likely there are infectious agents in the sample? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:
11. Is it an exotic sample? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:
12. Is a permit needed from USDA to ship it? Yes <input type="checkbox"/> No <input type="checkbox"/>
13. For international shipments: Is an import permit needed to get it into the destination country? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
14. Any additional information:

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Section 6: Plant Materials

Please provide the following information that will aid in the accurate determination of shipping requirements. This section must be completed for each item to be shipped.

1. Type of material (seeds, tissue, etc):
2. Plant species it is from:
3. How much specimen is present:
4. How is it contained?
5. How many containers?
6. Are samples in a larger container (i.e., storage box)? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:
7. Temperature requirements: Ambient <input type="checkbox"/> Ice pack <input type="checkbox"/> Dry ice <input type="checkbox"/>
8. Are any chemicals or radioactive materials present? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:
9. Has the sample been modified? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:
10. Is it a pathogen or could pathogens be present? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:
11. Is it an exotic sample? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:
12. Is a permit needed from USDA to ship it? Yes <input type="checkbox"/> No <input type="checkbox"/>
13. For international shipments: Is an import permit needed to get it into the destination country? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
14. Any additional information:

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Section 7: Other

If your materials do not fall into any of the above categories, please provide the following information that will aid in the accurate determination of shipping requirements. This section must be completed for each item to be shipped.

1. Description of material:
2. Physical state: Solid <input type="checkbox"/> Liquid <input type="checkbox"/>
3. How much specimen is present:
4. How is it contained?
5. How many containers?
6. Are samples in a larger container (i.e., storage box)? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:
7. Temperature requirements: Ambient <input type="checkbox"/> Ice pack <input type="checkbox"/> Dry ice <input type="checkbox"/>
8. Are any chemicals or radioactive materials present? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:
9. Has the sample been modified? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:
10. Is it likely there are infectious agents in the sample? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:
11. Is it an exotic sample? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:
12. Is a permit needed from USDA to ship it? Yes <input type="checkbox"/> No <input type="checkbox"/>
13. For international shipments: Is an import permit needed to get it into the destination country? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
14. Any additional information:

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