

SRS GROUP SHIPPING INFO FORM INSTRUCTIONS

Provide a date - even if a month from now. DATE REQUIRED BY: ____ / ____ / ____

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)
2. Enter either a FedEx or UPS account # in the following table.
NOTE: FedEx must be used for all hazardous shipments that are sent from ANL.
3. If shipping **chemicals** - complete table with # of samples, chemical names, form, quantity (mg), value & container type.
Quantity should be for each container. If different types of containers - please separate by line.
4. **MSDS or SDS forms for all chemicals are required. Please E-mail forms to spence@aps.anl.gov.**
5. For International shipments, both vendor and country of manufacture are required for all items by Export Controls.
International shipments will NOT go out without this information.
6. For hazardous chemicals - specify which chemicals/samples are hazardous, the quantity of each (in mg).
Refer to MSDS forms (see Section 14 for Transport Information) for listed hazards.

IMPORTANT NOTES ON HAZARDOUS MATERIAL PACKAGING

All hazardous chemicals and materials must be packaged in compatible containers to protect the contents during transport.
All Nanomaterials must have sealed packaging & Unbound Nanomaterials must be labeled & have absorbent material for liquids.
Unbound Nanomaterials label should include: a complete list of chemical names & total quantity in mg. on the outer container.
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 numbered box) and the value of each item is still required. Complete table below for all boxes you are shipping. Use additional forms as necessary.

If you have any questions about your shipment or these procedures - contact Rick Spence (Contact information below).

Please know that any discrepancies between this form and the actual contents of your shipment will result in delays to your shipment.

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

Rick Spence

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