

Shipping and Receiving Dangerous Goods at Georgia Tech

Contacts:

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SHIPPING FORMS:

Biological Shipments (http://www.ehs.gatech.edu/shipping/biological_shipping.pdf)

Domestic Chemical Shipments (http://www.ehs.gatech.edu/shipping/chem_domestic.pdf)

International Chemical Shipments (http://www.ehs.gatech.edu/shipping/chem_international.pdf)

Material Transfer Agreement (<http://industry.gatech.edu/researchers/forms>)

GENERAL:

The transportation of dangerous goods is regulated by a number of national and international agencies. These rules are designed to protect the public and transporters. Failure to strictly adhere to these rules may result in packages being returned, fines to both the individuals and the Institute, and, in some instances, criminal charges. EHS had developed training for both shippers and receivers. To ensure compliance, all outgoing chemical and biological materials will be processed through EHS. All shipments of radiological materials will be handled by the EHS Radiation Safety Office.

SHIPPING:

Shipping chemical and biological material is not as simple as putting postage on a package and dropping it in the mailbox. Material leaving campus may be subject to several administrative and regulatory requirements. While the process may be involved and lengthy, especially the first time, it is only by following all the rules that you can ensure your material arrives where you

want it, on time, and without being subjected to delay, fines or other penalties. EHS, the Office of Technology Licensing (OTL), the Office of Sponsored Programs (OSP), the Office of Research Compliance (ORC) and the Office of Legal Affairs (OLA) have established a chemical/biological materials shipping program to assist researchers, faculty and staff in this area.

RECEIVING:

Any person with the potential of receiving, or otherwise processing incoming chemical or biological materials must receive training on hazard recognition, safety, precautions security and incident response. That training can be found at <http://www.trains.gatech.edu> and is listed under the Online Tutorials section as Receipt of Hazardous Materials (Flash).

TRAINING:

All receivers and shippers must have current training. Outgoing shipments will not be processed unless the required training is accomplished and verified. These trainings are available online at the Office of Human Resources website and can be completed in approximately 30 minutes each. Online **Shippers Training** (link directly at <http://www.trains.gatech.edu> listed as Shipment of Dangerous Goods (Flash)).

PROCESS:

- 1) All shipments must have a *Document Id* number as well as a *PeopleSoft* number to be shipped. These numbers can be obtained from your financial manager.
- 2) All shipments must be scheduled with the appropriate “EHS Shipper” via email or phone (see contact information above) at least 24 hours in advance so that a designated “EHS Shipper” can ensure that all the necessary paperwork is in place.
- 3) All shipments must be *handed* in person to a qualified “EHS Shipper” for paperwork inspection. If a shipper is not available, your shipment will be processed the next normal working day so that all paperwork can be verified unless the shipment was prescheduled and unforeseen circumstances have taken all the shippers out of the office.
- 4) All shipments must be in the EHS Office, with completed paperwork, by 2 pm for same-day shipping. All shipments later than 2 pm will be processed the next day.
- 5) Shipments received or verified after 2 pm on Friday afternoon will be shipped the following Monday.
- 6) EHS will not ship materials if the EHS Shipping Request is incomplete at the time of delivery. It can be left with EHS, and the shipment will be sent once the shipping paperwork is complete.

SHIPMENT OF VIRGIN (STOCK) CHEMICALS:

Laboratories should not rely on EHS for shipment their virgin stock chemicals used to support their research activities at other locations. It is almost always more cost-effective and efficient to have lab/research supplies delivered directly to the location at which they will be used. Advance planning and coordination with the off-site location, will in most instances make this feasible. Reminder: Researchers are responsible for the proper disposition of any materials remaining from off-site activities (follow the off-site agency's procedures for disposal or shipment).

MATERIAL SAFETY DATA SHEETS (MSDS):

All shipments of hazardous materials require an MSDS. This is true for even "small" amounts and newly created products/samples. If there is no commercial MSDS, you must create one. EHS can teach you how to do this. Contact Debbie Wolfe-Lopez at deborah.wolfe-lopez@ehs.gatech.edu or 404-385-2964 to learn how to create an MSDS.

MATERIAL TRANSFER AGREEMENT/EXPORT CONTROL:

A Material Transfer Agreement (MTA) is a legal contract between two entities which specifies that materials are to be used for scientific work only and not for commercial use. MTAs are executed between a company and Georgia Tech Research Corporation, not between individuals. You may need an MTA if any of the following apply: your research sponsor requires it; you received the original material via an MTA; the material contains embryonic stem cells; the material is covered under the USA PATRIOT Act (http://www.fincen.gov/pa_mail.html), or the Centers for Disease Control (CDC) List of Select Agents (<http://www.cdc.gov/od/sap/docs/salist.pdf>); or the receiving agency requires an MTA. You will not need an MTA if you are sending samples for analysis, you are returning material to a supplier, or you are providing product(s) to a project sponsor.

If you need an MTA, or are unsure, complete the MTA request form at <http://www.otl.gtrc.gatech.edu>

An Export Review must be completed if the shipment is leaving the country. The form for export control review of a shipment is located at: <http://www.export.gatech.edu/?section=forms>.

EHS will not ship any item that it believes may require an MTA or Export Control review until it has received approval from the appropriate office.

FOREIGN CUSTOMS:

In many instances, following the above procedures and coordination with the carrier will preclude problems at the foreign point of entry. However, be aware that customs officials may impose unexpected obstacles. If it is the first time you have shipped material to a particular country, both you and the recipient should be prepared for delays and the possibility of having to provide additional information. The U.S. Census Bureau may require that Electronic Export Information (EEI) be filed through the Automated Export System (AES) for international shipments including Puerto Rico and U.S. Virgin Islands. Usually EEIs are required if the material is valued at \$500 or more and is being shipped via the United States Postal Service. If another carrier is used, including Fed Ex which is the preferred carrier of EHS, the value is set at \$2500 and above. In addition, EEIs are required if an export license is required. EEIs are also required for all shipments to Country Group E:1 of the Export Administration Regulations (EAR)—Cuba, Iran, Sudan, Syria, N. Korea. Please note this list is subject to change. If an EEI is required, Fed Ex will process the EEI on your behalf for a fee of \$10.