Hazardous materials are generally defined as any substance that could adversely affect the safety of the public, handlers, or carriers during transportation. The terms hazardous materials and dangerous goods are often used interchangeably when discussing shipping. Shipments of hazardous materials are regulated by several agencies, including the International Air Transport Association (IATA) for all domestic and foreign shipments by air and by the U.S. Department of Transportation (DOT) for all ground shipments. All shipments of hazardous chemicals must be prepared by trained personnel. Unless a person has completed this training, they are not allowed to ship any hazardous materials by air, ground or sea, through companies, such as Fed-Ex, UPS, and DHS. Environmental Health and Safety (EHS) ships dangerous goods domestically by Fed-Ex ground. EHS no longer prepares or ships hazardous chemicals by air for domestic shipments within the U.S. However, for any international shipments, EHS can provide contact information for a company specializing in hazardous material shipments that addresses packaging, marking, labeling, certification using required documentation, and ensuring each container is shipped in compliance with applicable regulations. This service will be paid by the departments seeking service.

If assistance is necessary to ship hazardous materials, please contact EHS for a list of companies that provide this service. All sections of the Intent to Ship form must be completed and MSDS (material safety data sheet) must be attached for the material. For international shipments requiring air transportation, the shipper will provide a quote for preparing the shipment. Please note that all biological shipments must be coordinated with the Office of Biosafety at 974-1938 and all radioactive shipments must be coordinated with the Radiation Safety office at 974-5580.

The Intent to Ship forms must be completed no less than **72 hours** before the chemicals are shipped. Shipments will not be made on Fridays. It is recommended that international shipments should not be shipped on Thursday or Friday to allow enough time to prepare the shipment. Shipments will not be scheduled unless EHS or the contract shipper receives a fully completed Intent to Ship form and a copy of the MSDS. EHS strongly recommends exploring all alternatives before shipping chemicals. Shipping by air should be a last resort. Please note that departments are responsible for paying all costs associated with shipping the chemicals.

1. If possible, order the chemicals from Fisher, Sigma, or other chemical distributors and have them ship directly to the destination. In many cases, chemicals can be shipped overnight and received the next day.
2. If you are traveling to a university or to another laboratory check with them to see if they might have the chemicals in stock.
3. If you are sending samples to a laboratory, check with them regarding their shipping requirements.

Please note that the persons requesting this service will need to pay shipping charges.

If you have any questions about this form or making chemical shipments, please contact EHS at 974-5084.
University of Tennessee Knoxville

Intent to Ship Chemicals Form

Name: ________________________________  Date: ________________________________

Department: ________________________________________________________________

Building: ___________________________  Room #: _____________________________

PI: _________________________________________________________________

Phone #: ________________________________  E-mail: ________________________________

How many chemicals are being shipped: __________________________________________

Fed-Ex Account #: __________________________________________________________

When do chemicals need to be shipped (please allow for at least 72 hours lead time):

________________________________________________________

**Destination Information:**

Responsible Receiving Individual: ______________________________________________

Destination Name: Company/University/Research Affiliate: _______________________

Department, Building and Room # (if applicable): ________________________________

Address (Number, street, city, state, zip code):

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Phone #: ________________________________

**Material Information:**

Chemical # 1:

Chemical Name: ________________________________

Total Mass/Volume of each container or vial (mg, g, kg, ml, l): _______________________

Total Number of Containers or vials: _____________________________________________

Type of container or vial (please circle one):  Glass  Plastic  Metal

Physical State (please circle one):  Solid  Liquid  Gas
If you have more than one chemical, please use additional form

Please don’t forget to attach copy of MSDS

**Chemical # 2:**

Chemical Name: _______________________________________________________

Total Mass/Volume of each container or vial (mg, g, kg, ml, l): __________________________

Total Number of Containers or vials: _______________________________________

Type of container or vial (please circle one):   Glass      Plastic      Metal

Physical State (please circle one):    Solid                Liquid                Gas

**Chemical # 3:**

Chemical Name: _______________________________________________________

Total Mass/Volume of each container or vial (mg, g, kg, ml, l): __________________________

Total Number of Containers or vials: _______________________________________

Type of container or vial (please circle one):   Glass      Plastic      Metal

Physical State (please circle one):    Solid                Liquid                Gas

**Chemical # 4:**

Chemical Name: _______________________________________________________

Total Mass/Volume of each container or vial (mg, g, kg, ml, l): __________________________

Total Number of Containers or vials: _______________________________________

Type of container or vial (please circle one):   Glass      Plastic      Metal

Physical State (please circle one):    Solid                Liquid                Gas

**Chemical # 5:**

Chemical Name: _______________________________________________________

Total Mass/Volume of each container or vial (mg, g, kg, ml, l): __________________________

Total Number of Containers or vials: _______________________________________

Type of container or vial (please circle one):   Glass      Plastic      Metal
Physical State (please circle one):  Solid    Liquid    Gas