Hazardous Materials & Dangerous Goods Shipping Request Form

For any questions, concerns, or submission of completed form please contact the Environmental Health & Safety (EH&S) at ehs@fit.edu or 321-674-7562 or 321-674-7715.

REQUESTOR INFORMATION:
Name: ____________________________ E-mail: ____________________________
Department: ________________________ Phone: ____________________________
Location: ____________________________

CONSIGNEE (Destination Address):
Contact Name: ________________________ E-mail: ____________________________
Company Name: ________________________ Phone: ____________________________
Address 1: ________________________________
Address 2: ________________________________
City: __________________ State: ____________ Zip code: __________________
Country: __________________

ACCOUNTING INFORMATION FOR SHIPPING AND SUPPLIES:
*all supplies will be billed to the supplied account at cost

Index: _______________ Organization: _______________
Fund: _______________ Program: _______________

DANGEROUS GOOD(S) DETAILS:

<table>
<thead>
<tr>
<th>Name of Chemical</th>
<th>CAS Number</th>
<th>Amount (g or ml)</th>
<th>Chemical State (gas, liquid, solid)</th>
<th>Container Size (height, length)</th>
<th>Special Requirements</th>
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*Additional documents may be submitted with form if table above is inadequate for full chemical listing

SHIPPING DETAILS:
FedEx ☐ UPS ☐
Next Day ☐ 2nd Day ☐ 3rd Day ☐ Ground (UPS only) ☐ Shipment Declared Value: ________
Please read and sign below:
I certify that the chemical(s) I listed above for shipment is described truthfully to the best of my ability. All the information above is complete and accurate to the best of my knowledge.

Agree: ☐  Electronic Signature: __________________________

Instructions for shipment.

To ensure that packages from Florida Institute of Technology containing dangerous goods are properly packaged, labeled and shipped according to Department of Transportation and International Air Transport Association Dangerous Goods Regulations.

Personnel within departments that wish to ship dangerous goods:

- If the department is shipping the hazardous materials, EHS must view the contains before they’re placed in the shipping device (box) and sealed.

- If the department is paying for the shipment then no reimbursement form/documents will be needed; or the department must reimburse EHS for all shipping costs, including packages, labels, and shipping if you want EHS to ship the hazardous material.

- Shipment of radioactive material must be coordinated through the EHS Radiation Safety Officer (RSO).

Certain Institute employees may be authorized by EH&S to ship hazardous materials provided they have successfully completed the training requirements specified in 49 CFR 172.700 and the IATA Dangerous Goods Regulations.