



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:

Name of Chemical	CAS Number	Amount (g or ml)	Chemical State (gas, liquid, solid)	Container Size (height, length)	Special Requirements

*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: _____



Environmental Health & Safety

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.