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: ____________________________

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: __________

*Additional documents may be submitted with form if table above is inadequate for full chemical listing

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.
- 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.