



BIOLOGICAL MATERIAL SHIPMENT ASSESSMENT FORM

Complete the information below to enable EHS to assess your shipping requirements. Refer to the Biological Material Shipments Manual at www.weill.cornell.edu/ehs for assistance. Note: If a shipping permit is required, submit this form at least three weeks prior to the date of shipment so EHS can assist you in acquiring the permit. If permits are not required, submit the form one week before the date of shipment. EHS is available at 646-962-7233 (1-7233) or ehs@med.cornell.edu if additional assistance is needed. Prior to transferring materials, WCMC Investigators should have a Material Transfer Agreement from the Office of Research and Sponsored Programs.

CONTACT INFORMATION

1. Name of Shipper: Foreign National [] Yes [] No Institution/ Company: Department:
Mailing Address: Phone: Fax: E-Mail:
2. Name of Recipient: Foreign National [] Yes [] No Institution/ Company: Department:
Mailing Address: Phone: Fax: E-Mail:
3. Are any permits required before shipment: [] Yes [] No [] Unsure (Contact EHS)

BIOLOGICAL MATERIALS AND PRESERVATIVES

4. a) Name of Biological Material to be shipped Quantity (ml / mg / other)
(1)
(2)
(3)
(4)
(5)
Total vials/ test tubes: Total Quantity:
b) Is it a Select Agent: [] Yes [] No (Listed in Biological Material Shipments Manual- Appendix C)
c) Is the material lyophilized? [] Yes [] No
d) Are these: [] Cultures [] DNA/RNA [] Genetically modified microorganism [] Animal Specimen
[] Cell lines [] Patient Specimens [] Other (specify)
e) Is the material in: [] 2 ml cryovials [] 5 ml test tubes [] 50 ml test tubes [] Other:
5. a) Does the material contain any preservative? [] Yes [] No
If Yes, is it: [] Alcohol [] Formaldehyde [] Other: (specify)
b) What is the quantity of the preservative?

PACKAGING AND SHIPMENT INFORMATION

6. a) Is it an ambient (room temperature) shipment? [] Yes [] No
If no, what will the materials be shipped in? [] Dry Ice [] Liquid Nitrogen [] Other(specify)
b) If liquid nitrogen is used, is it a "Dry Shipper"?
c) If dry ice is used, please give the quantity: kg, Dry Ice
7. Shipment Method: [] FedEx [] World Courier [] USPS [] Other (specify)
8. For WCMC Shippers, who is preparing the shipment? [] Yourself [] Via EHS
a) If yourself, provide date you last attended the Biological Material Shipment Training?
b) If EHS, provide your Fed-Ex Account Number or contact EHS with payment method:
c) Would you like EHS to assist in selecting the appropriate packaging? [] Yes [] No

PLEASE SUBMIT THE COMPLETED FORM TO ENVIRONMENTAL HEALTH AND SAFETY VIA FAX AT (646) 962-0288 OR EMAIL AT ehs@med.cornell.edu

ENVIRONMENTAL HEALTH AND SAFETY USE ONLY

[] Category A- UN2814 [] Category A- UN2900 [] Category B- UN3373 [] Dry Ice- UN1845 [] GMO- UN3245
[] Exempt Human Specimen [] Exempt Animal Specimen [] Exempt/Unregulated Biological
[] PI-602 [] PI-650 [] PI-913 [] PI-904 [] PI- [] PI-
[] CDC Permit #: [] USDA Permit #: [] Other Permit #:
[] Comments:
[] EHS #: