

Proper procedures
for purchasing,
shipping and
receiving of
research chemicals
and research sample
materials



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Shipping Research Samples?

Please check with Chem Stores before bringing your shipment of research samples to Mail Services.

Research samples may require specific packaging, labeling, documentation, or handling. Chem Stores can help you prepare your shipment correctly and safely.



Before you ship: Contact Chem Stores

906-487-2049 | chemstores@mtu.edu | Chem Sci, Room B013

Thank you for helping ensure your samples arrive safely.

Michigan Technological University is an Equal Opportunity Educational Institution/Equal Opportunity Employer that provides equal opportunity for all, including protected veterans and individuals with disabilities. 373430826

Mail Room Poster:

All research materials must be approved by Chem Stores before bringing to the university mail room.



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If you plan to purchase, ship or receive any of the following, it must be approved through Chem Stores, and reviewed by EHS if applicable.

- ▶ Chemicals
- ▶ Biologicals (plant, animal, human, microbes)
- ▶ Radioactive materials (must be prior approved by RSO)
- ▶ Environmental samples

- ▶ Please provide > 1-week advance notification for approval



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We need to know:

- What specifically is being shipped
 - Chemicals need an SDS
- How is it being shipped
 - Ground
 - Air
- Where it is being shipped
 - Domestic
 - International
- How big are the individual containers
- How many containers (total)
- Using dry ice, wet ice or ambient

Minimum Packaging Requirements:

- ▶ **Container Labeling:** Must meet hazard communication standards.
- ▶ **Sealing:** Individual containers must be secured (e.g., tape, parafilm).
- ▶ **Containment:** Use secondary containment for both solids and liquids.
- ▶ **Protection:** Include absorbents for liquids and packing materials (dividers, bubble wrap) to prevent breakage.
- ▶ **Boxes:** New boxes preferred. If reusing, remove all old labels and hazard markings. Fully regulated shipments may require specialized packing kits.

A yellow rectangular hazard label with a black border. It features a black silhouette of a dog standing on a black mound of land. Below the dog, the numbers '1 8 8 5' are printed in large black digits. The label is positioned on the left side of the slide, partially overlapping a green geometric background.

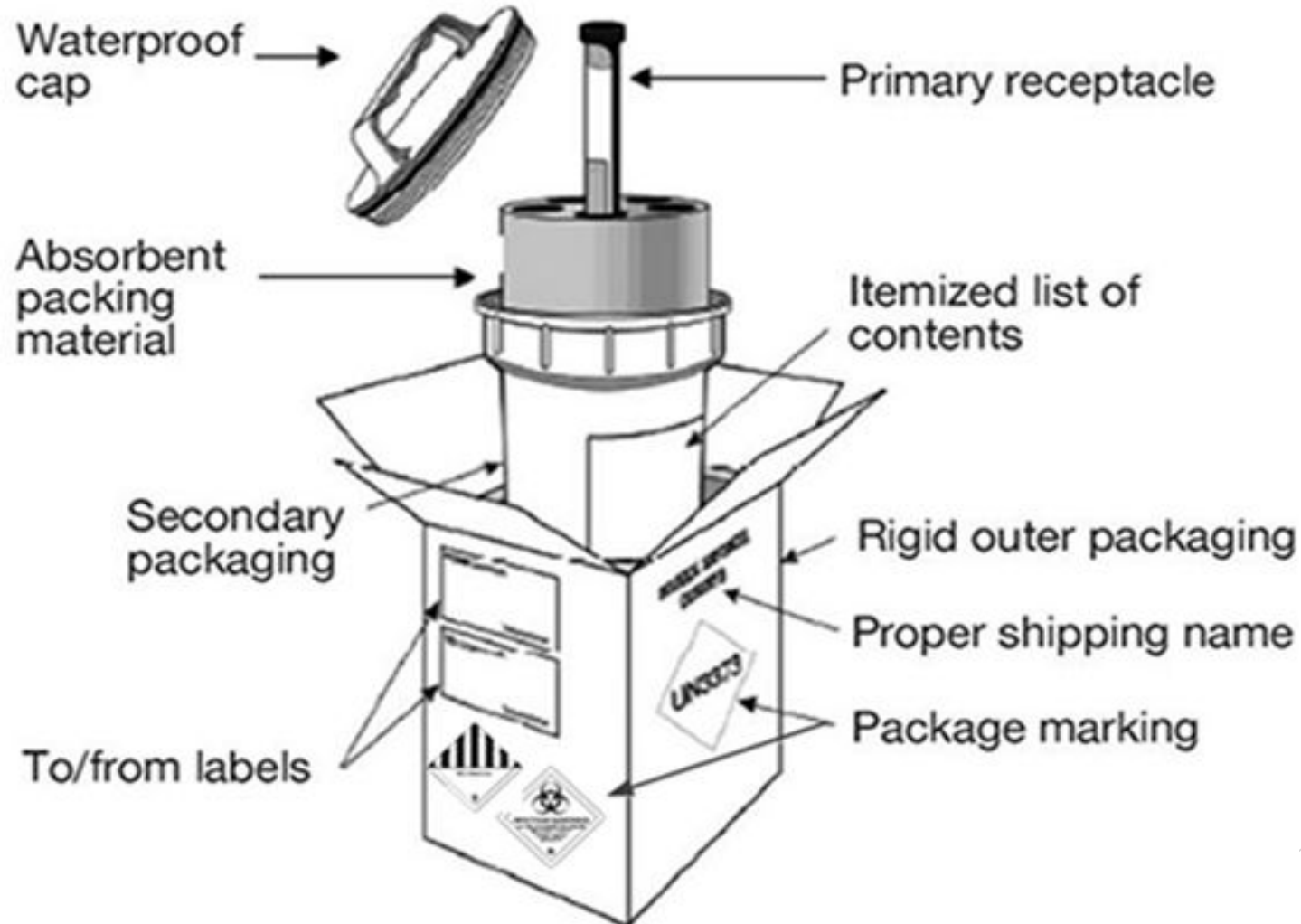
Packing Materials

Contact Chem Stores for availability

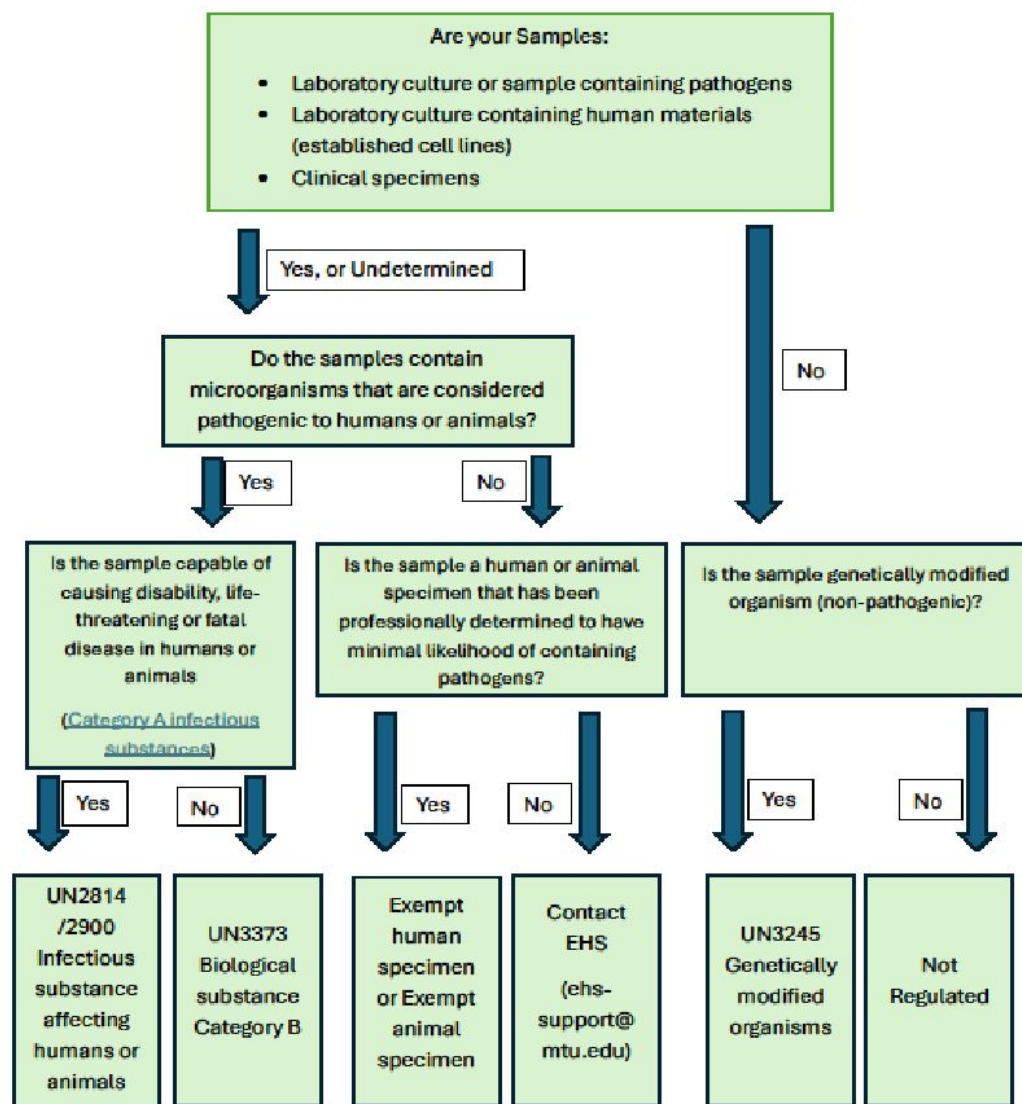
- Boxes, triple pack kits
- Bubble wrap
- Absorbent material for liquids
- Sealable bags
- Dry Ice (must be ordered ahead of time)
- Proper labels for UN codes



Triple pack method (Biologics)



Classification and Recommendations for Shipping Biological Materials



*All biological material must be shipped through Chem Stores using standard carriers (UPS/FEDEX/USPS), and subject to review by the Biosafety Office for regulation compliance.

*Biological shipments may be subject to Material Transfer Agreements (MTAs).



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Shipping with Mail Services

- Visit Chem Stores before coming to mail services.
 - They will ensure proper packaging labeling and paperwork
 - Especially important for liquids biologicals and hazmat
- ▶ Mail Services will assist with customs forms if needed (international shipping require additional steps)
 - ▶ Complete a package shipping form (mtu.edu/umc/services/mail)
 - ▶ Shipping options
 - ▶ If <5lbs of dry ice: UPS or Fedex, package to Mail Services by 3:50pm
 - ▶ If >5lbs of dry ice: Fedex only, package to Mail Services by 11:45am
 - ▶ Packages with dry ice can not be shipped ground



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International Shipping

- ▶ Must be reviewed and approved
- ▶ Countries of Concern
 - ▶ China, Iran, North Korea, Russia

Receiving Hazmat

All Research Hazmat materials being shipped to campus either need to go through Central Receiving OR Chem Stores. For materials sent to Chem Stores:

- ▶ Address them to Chem Sci Building Room B017
- ▶ Give Chem Stores staff notification of:
 - ▶ Where is it coming from (shipper's address / organization)
 - ▶ What is arriving
 - ▶ Does it need any special storage conditions
 - ▶ Provide SDS whenever possible
 - ▶ When it is expected to arrive
 - ▶ Provide a tracking number when possible



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Implications



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- ▶ Substantial fines may be associated with improper shipping practices, in addition to any incidents involving shipped materials (spills, exposures, accidents)
- ▶ The university incurs responsibility for shipping liability.
- ▶ Three strike policy
- ▶ Any shipping of university materials through third party services must be approved by EHS/chem stores (i.e the shipping shop)



Material Transfer Agreement (MTA)

- ▶ A Material Transfer Agreement (MTA) is an agreement entered into by the parties to govern the provision or receipt of research material. The specific form of agreement depends upon the nature of the material, the intended use, whether the recipient is an academic or commercial organization, and the consideration of any intellectual property interests associated with the material.
- ▶ Robin Kohlemainen, Director of Agreements and Operations