



Shipping Research Materials

Document Number:
EHS-SHIP-SOP.01 rev.00

Effective Date: 12/15/14

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1.0 Purpose and Applicability

1.1 Shipping research materials from one place to another is a highly regulated activity which has specific requirements on materials and packaging, and carries individual responsibility for the person shipping and signing the documents. The University is using e-ShipGlobal to assist researchers in complying with shipping requirements and to track shipments.

Processing a package through e-ShipGlobal will require you to answer several questions in order to determine the appropriate packaging, labeling and paperwork. This document will help determine whether you can ship research materials yourself (requiring a basic level of training), or if special packaging and assembly by Environmental Health and Safety (EH&S) is necessary. The web-based e-ShipGlobal system will automatically determine if your item needs to be routed through EH&S and Research Affairs for export control to ensure that your package meets any additional regulatory requirements.

1.2 This procedure applies to all University staff who might prepare or process a shipment of regulated dangerous goods, biological samples, dry ice shipments, agricultural products and university intellectual property. Shipments of infectious substances classified as Category B will require the completion of the OWL training class on Category B shipping. Shipments containing dry ice will require the completion of the OWL training class on Dry Ice. Shipments of other regulated Dangerous Goods as defined by the International Air Transport Association (IATA) will require specialized training and must be conducted in coordination with EH&S. All shipment information will be forwarded to the University's Director of Research Compliance for review and approval.

2.0 Definitions

2.1 **Category A** - An infectious substance which is transported in a form that, when exposure occurs, is capable of causing permanent disability, life-threatening or fatal disease in otherwise healthy humans or animals.

2.2 **Category B** - An infectious substance which does not meet the criteria for inclusion in Category A.

2.3 **Dangerous Goods** - Goods that meet the criteria of one or more UN hazard classes including explosives, compressed gases, flammable liquids, flammable solids, oxidizing substances, toxic and infectious substances, radioactive material, corrosives, and miscellaneous dangerous goods.

2.4 **DOC** - Department of Commerce regulates shipments controlled by customs agencies.

2.5 **DOT** - Federal Department of Transportation regulates the domestic shipping of dangerous goods.



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2.6 **Export** - An item sent from the United States to another country or any item sent to a foreign national within the U.S.

2.7 **IATA** - International Air Transport Association regulates transport of dangerous goods by air.

2.8 **USDA APHIS** – U.S. Department of Agriculture Animal and Plant Health Inspection Service regulates the shipment of certain agricultural materials.

3.0 Roles and Responsibilities

3.1 Director of Research Compliance is responsible for the review and approval of all import and exports from the campus.

3.2 Biological Safety Officer is responsible for reviewing shipments, and approval, of biological materials.

3.3 Hazardous Materials Control Manager is responsible for the management of the Shipping Program and review and approval of hazardous materials shipments.

3.4 Radiation Safety Officer is responsible for review and approval of shipments containing radiological materials.

4.0 Procedure

To access e-ShipGlobal, copy this web address into your browser: <https://umassehs.eshipglobal.com/secure>. Once there login with your UMass NetID and password

4.1 Under Acct Management, create your profile to register with eShipGlobal.

4.2 Set-up User Preferences for email notifications

4.3 Shipments must be charged to a Procard. Enter the credit card information and create a credit card profile so that this information does not need to be entered each shipment

4.4 To create a shipment, log into your account and click on Ship, then Ship To:.

4.5 Classify the material type and eShipGlobal will validate your training level.

4.6 Select the shipment material using the search tool or enter detailed description.

4.7 Submit the shipment for approval. Automatic email alerts will be sent to the appropriate approvers.

4.8 Once approved, an email will be sent to the shipper that the package can be processed for shipping. An alert will also be sent to the selected carrier for pickup.

4.9 Print the shipping label from eShipGlobal and place it on the exterior of the shipping container. Shipping supplies can be obtained from EH&S.

Prior to processing your shipment, make a note of the information on your package, as shown in Appendix A and B. Required information includes package size and approximate weight. Each shipper's history is kept in the system along with shipment addresses for future reference. If you need assistance, call EH&S at: (413) 545-2682. For more information, refer to the eShipGlobal PowerPoint training slides.



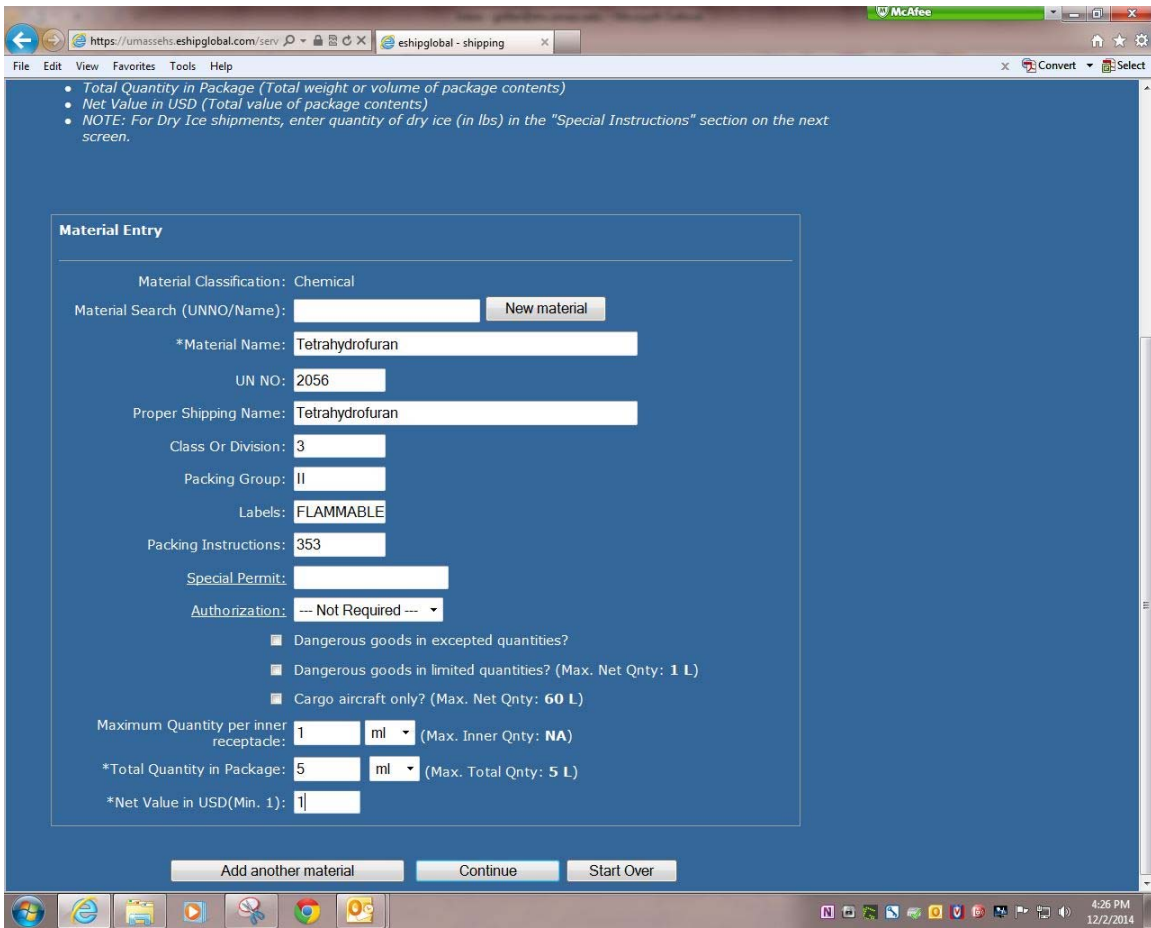
5.0 Key References

5.1 IATA *Dangerous Goods Regulation*. 56th edition.

5.2 eShipGlobal Summary on PowerPoint at: www.ehs.umass.edu.

5.3 U.S. Department of Transportation 49 CFR Parts 100-185.

Appendix A.





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Appendix B.

Ship To:
 (Please enter recipient information or choose from saved recipient addresses by clicking on the 'Load from Address Book' button)

Load from Address Book

Add to Address Book

*Company/Contact Name:

Alt. Contact Name:

*Address1:

Address2: *City:

*State: Select State *Zip:

Country: United States

[Click here to verify this address](#)

*Phone: (xxx-xxx-xxxx)

Email:

Research Materials:	Material Name	Material Classification	UN or ID No.	Harmonized Code	*Net Weight	Net Value(USD)	Q ratio
	Tetrahydrofuran	Chemicals	UN2056		5ml	1	.001

Package Info:
 (Choose Package type and Service from the dropdown list)

No. of pkgs. for each address above: 1 Identical Non-Identical

Type: Select a package Service: Select a service

Total Pkg Weight: (lbs) Dimensions: x x (inches)

Shipment Ref:

Billing References:
 (Choose or enter Billing references for charge back and charge type)

Project: Costcode: Department:

Bill To: Prepaid *Recipient/Third Party Acct#: Not required *ZipCode: Not required

Special Instructions:
 (Additional charges may apply for some special services)

Saturday Delivery

Signature Required

Signature Release

Dangerous Goods Dangerous Goods Type: Accessible [Dangerous Goods Help](#)

Dry Ice (Express shipments only) Dry Ice Weight: (lbs) [Dry Ice Help](#)

Overpack