

Environmental Health & Safety
Request to Ship Biologicals with Dry Ice

The Environmental Health and Safety Office (EH&S) is the University of Texas at Arlington (UTA) designated shipper of biologicals with dry ice. Researchers are responsible for packing the shipment and contacting EH&S to inspect/pick up the shipment when container is ready for shipment but still open. EH&S performs all the shipping of biological materials with dry ice via FedEx using eShipGlobal.

- Domestic shipments are handled Monday-Thursday, international shipments on Monday-Tuesday. Submit domestic shipment request at least two days in advance. For International shipment, a notice of one week is required.
- The Principal Investigator (PI) provides proper packaging materials and shipping container/Styrofoam box.

Proper packaging of biological materials includes five basic requirements:

1. Watertight primary receptacle(s)
 2. Watertight secondary receptacle
 3. Absorbent material (between the primary and secondary receptacles)
 4. Sturdy outer container and Styrofoam box inside the outer container
 5. If reusing outer container/Styrofoam box, they must be free of any hazardous materials and all old labels and markings must be removed.
- Contact Chemistry Stockroom/CPB 110 at 817-271-3712 to acquire dry ice for the shipment.
 - When all materials for shipment are ready, **EH&S will check the shipment before container is closed.**

Please contact EH&S at 817-272-2185 if you need assistance in preparing the material(s) for shipment, or if you have any questions regarding the shipment of dangerous goods.

PI /Researcher:	
Name	
Department	
Phone Number	
Email address	
Cost Center (for IDT):	

Today's Date:		Proposed Ship Date:	
Shipment Method: <i>NOTE: Shipment must be ready for EH&S to inspect no later than 11:00 a.m. on day of shipment.</i>			
<input type="checkbox"/> FedEx Standard Overnight (will arrive by 3:00 p.m. the following business day)			
<input type="checkbox"/> FedEx Priority Overnight (will arrive by 10:30 a.m. the following business day)			
<input type="checkbox"/> FedEx International Priority (arrives at destination within 2 to 4 days depending on delivery location)			

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Type of biological material to be shipped:	
Is it potentially infectious?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, specify shipment category:	
<input type="checkbox"/> Category A, UN2814/UN2900 Infectious substance affecting humans or animals	
<input type="checkbox"/> Category B, UN3373 Biological substance affecting humans or animals	
<input type="checkbox"/> GMOs/GMMOs, UN3245 Genetically modified organisms and microorganisms	
<input type="checkbox"/> Exempt human or animal specimen	
Dimensions of the outer packaging in inches: _____ (Length x Width x Height)	
Weight of the total package: in lbs. _____	And in kg _____
Total volume of biological material: in microliters _____ /milliliters _____ OR grams _____	
Weight of Dry Ice: in lbs. _____	And in kg _____

MODIFICATION TO THIS FORM IS STRICTLY PROHIBITED.

Consignee: (The receiver of the shipment)	
Name	
Address	
Phone Number	
Email address	

Send request form to EH&S by email at ehsafety@uta.edu, or fax to 817-272-2144.