

PROCEDURE FOR SHIPPING SAMPLES WITH DRY ICE

What You Need to Do.

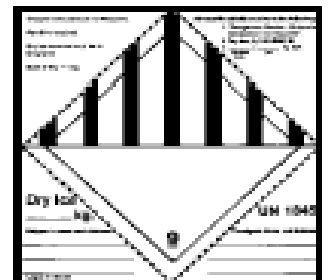
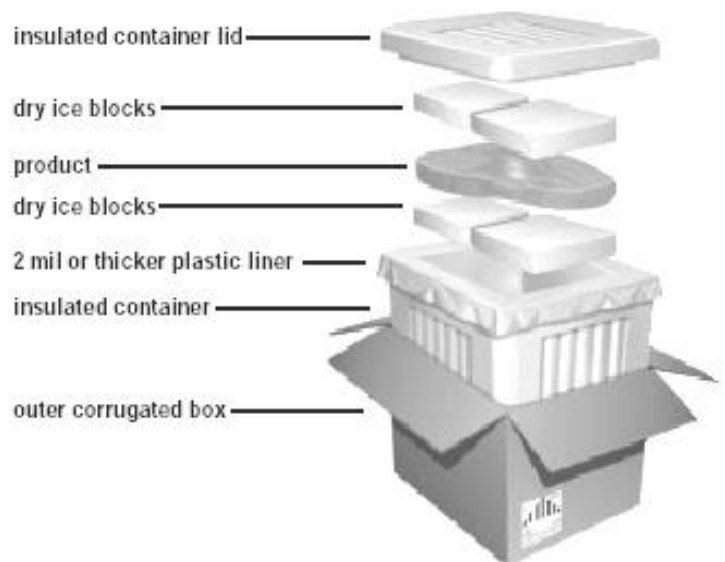
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Hazardous Material Declaration Form. A hazardous material declaration form must be filled out and submitted to Environmental Health and Safety (EHS) for any dry ice shipment whether it contains a hazardous material (dangerous good) or not. This is important to ensure all dry ice shipments are categorized and labeled properly. Samples that contain no hazardous materials can be processed the same day. Those that do contain hazardous material could take up to a week to process. You can determine whether a material is a hazardous material by going to the following table: [Hazardous Materials Table - PHMSA](#). Please plan ahead. A hazardous material declaration form can be obtained at: <http://www.northeastern.edu/ehs/wp-content/uploads/2014/12/Declaration07.pdf>.

Training. Only personnel that have received United States Department of Transportation (DOT) Hazardous Material training can ship packages containing dry ice if it is shipped by air or water. Personnel at EHS have received this training and are able review packaging, labeling, shipping papers and will authorize the shipment for you. If the shipment contains a hazardous material, a representative from EHS must sign the "Shippers Declaration of Dangerous Goods" for you (unless you have received DOT training).

Packaging. Packages for dry ice must allow for the release and venting of gaseous carbon dioxide. The material you're shipping and the dry ice must be enclosed in a Styrofoam box with a sturdy cardboard outer cover. Shipping companies are not accepting Styrofoam boxes as outer layers.

Labeling. The class 9 miscellaneous "dry ice" label is provided free by FedEx; you may order them through their toll free number 1•800•Go•FedEx, or (800-463-3339). This label satisfies the US Department of Transportation (DOT) and International Air Trade Association (IATA) marking and labeling requirements when accurately completed. The dry ice label must be outside the outer container. Please remove or obliterate any existing labels on a box that you may



FedEx Dry Ice Label

be reusing. Clearly mark outer packaging on the same side with:

1- Sender and Recipient

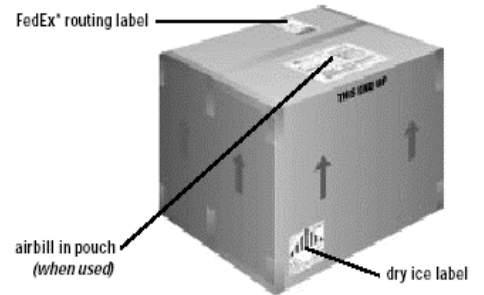
From: Your Name
 Department Name
 Northeastern University
 Boston, MA, 02115

To: Recipient's Name
 Address
 City, State, Zip

- 2- A DOT shipping class 9, miscellaneous label
- 3- Marking on the label the following information:

- UN1845
- Dry Ice
- Net weight of dry ice in kilograms.

4- These markings are in addition to markings that may be required by the sample if it is a hazardous material. Please note until January 1, 2005, the "Air Eligible" label is optional.



Air Bill. The air bill (Figure I) must be filled out properly and can be signed by the shipper (you) once all paperwork and packaging has been reviewed by a representative of EHS. If the shipment contains a hazardous material, then the Shipper's Declaration of Dangerous Goods (Figure II) must be signed by a representative of EHS. **Please note:** EHS will require a copy of the air bill and Shipper's declaration of dangerous goods for its files, so the forms can be maintained for the appropriate period of time as required by DOT.

Figure I

The form is a FedEx US Airbill (Form 0200) for a shipment on May 10, 2004. The sender is J. Price at Northeastern University, Boston, MA. The recipient is the Chemical Hygiene Officer at the Marine Science Center, Nahant, MA. The service selected is Express Package Service. The packaging is a FedEx Envelope. The shipment contains dry ice (UN 1845) with a net weight of 1.3 kg. The form includes sections for sender and recipient information, service selection, packaging, special handling, payment, and a signature line.

Try online shipping at fedex.com.
 By using this Airbill you agree to the service conditions on the back of this Airbill and in our current Service Guide, including terms that limit our liability.
 Questions? Visit our Web site at fedex.com or call 1.800.GoFedEx.1.800.463.3338.

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Figure II

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

Shipper		Air Waybill No. Page of Pages Shipper's Reference Number (optional)				
Consignee		Two completed and signed copies of this Declaration must be handed to the operator				
TRANSPORT DETAILS This shipment is within the limitations prescribed for: (delete non-applicable)		WARNING Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.				
<input type="checkbox"/> PASSENGER AND CARGO AIRCRAFT	<input type="checkbox"/> CARGO AIRCRAFT ONLY	Airport of Departure: Airport of Destination:				
		Shipment type: (delete non-applicable) <input type="checkbox"/> NON-RADIOACTIVE <input type="checkbox"/> RADIOACTIVE				
NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification						
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Risk)	Packing Group	Quantity and type of packing	Packing Inst.	Authorization
Additional Handling Information						
Emergency contact 24-hr number:						
I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.					Name/Title of Signatory Place and Date Signature (See marking above)	

Questions. If you have questions or require additional information, please contact Environmental Health and Safety at x2769.