



## Dangerous Goods Shipping Request Form

- OSU-CHS Office of Research is the university’s designated shipper of hazardous materials.
- All shipments are sent via FedEx.
- You must supply your own proper shipping box and packing materials.
- Domestic shipments are handled Monday-Thursday. For domestic shipments on dry ice, but otherwise non-hazardous, please submit requests to ship at least one day in advance.
- Domestic shipments of hazardous chemicals, radioactive, or biological agents, must be submitted 2 days in advance.
- International shipments are only shipped on Mondays & Tuesdays, and usually take 2-4 days to arrive. For international shipments, please submit requests one week in advance if possible

Please send the completed form to [chslabsafety@okstate.edu](mailto:chslabsafety@okstate.edu)

Date you would like to ship package:	Would you like to ship priority overnight? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(this is fastest but most costly)</small>
<b>Shipping From (Shipper)</b>	
Name of Principal Investigator (please include middle initial):	
Department:	Room # and Bldg.:
Street Address:	City: <span style="float: right;">Zip Code:</span>
Phone Number:	E-mail:
Emergency Contact Name:	Emergency Contact Phone # (24 hrs):
Fed Ex Account:	Account belongs to (check one): <input type="checkbox"/> Shipper <input type="checkbox"/> Consignee (Ship To)
<b>Shipping To (Consignee)</b>	
Name (include middle initial):	Email:
Institution/Business Name:	Phone #:
Address:	
City:	State/Province: <span style="margin-left: 20px;">Zip Code:</span> <span style="float: right;">Country:</span>
Will your shipment contain <b>dry ice</b> ? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, approximately how much (kg/lb)?	
Are you shipping <b>biological materials</b> ? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are they potentially infectious? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List the materials here, including the amount (ml or mg) and the source (eg: human, mouse, etc.)	
Are you shipping <b>chemicals</b> ? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List all chemicals and quantities here:	
Are you shipping <b>radioactive materials</b> ? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List all materials and quantities here:	
Additional Comments:	