eShip Global Biological Materials Shipping Protocol

UMass uses eShip Global as a shipping tool to classify, label, and send packages. eShip Global will determine if you can ship the material yourself (requiring a basic level of training) or if it requires special packaging and assembly by EH&S staff. EH&S will supply all of the appropriate packaging and will ensure that your package is appropriately labelled and handled. To assist with shipments, Room N190 in LSL has been set up with the necessary shipping materials. The person currently in charge of shipping materials is Steve Shaw, sgshaw@ehs.umass.edu. UMass EH&S can be reached at (413) 545-2682.

Each shipment costs \$14.95 plus the shipping costs. Items requiring regulatory oversight include: chemicals; biological substances (including plant pathogens and agents carrying rDNA); samples with dry ice or liquid refrigerants; research samples or any other materials that could contain dangerous goods in any amount (e.g. biological samples in ethanol); live animals; items shipped to another country; intellectual property; and lithium ion batteries. eShip Global electronically alerts Research Compliance for export control review and also determines whether the shipment needs to be routed through EH&S.

Before you attempt to ship lab materials, you must complete these two OWL training courses. https://ehs.umass.edu/owl-training:

- Shipping Exempt Biological Substances Category B
- Shipping with Dry Ice

Materials:

Materials to be shipped

Address and phone number of the recipient

Styrofoam container with cardboard box (make a note of the dimensions x, y, and z of the box) Packing Tape

Scissors

Dry ice (if using)

Credit card information

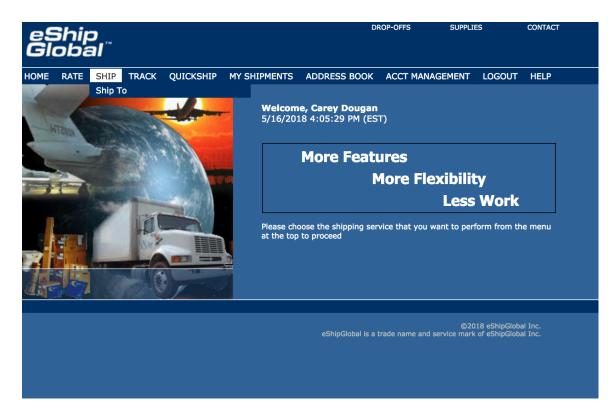
Third party billing information if applicable

Printed labels for shipping

Methods:

Submitting the request prior to (day of or day before) shipping to get EH&S approval (typical confirmation in 4-24 hours)

- 1. Visit the eShip Global website https://umassehs.eshipglobal.com/secure and login with your spire ID.
- 2. Choose the Ship option from the title menu and select Ship To on the dropdown menu.

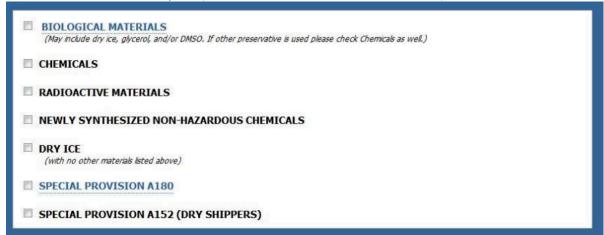


3. Specify if you have biological materials, chemicals, or radioactive materials in your shipment.

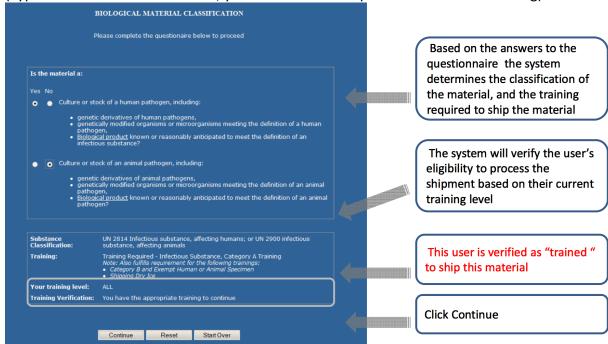


4. Specify whether you will be shipping domestic or international.

 Choose what type of material you will be shipping: Biological Materials (including dry ice, glycerol, or DMSO), Chemicals, Radioactive Materials, Newly Synthesized Non-Hazardous Chemicals, Dry Ice (with no other materials listed above).



6. Specify whether the material is a culture or stock of a human or animal pathogen (Typical answer is No. Otherwise, you will need to complete another OWL training)

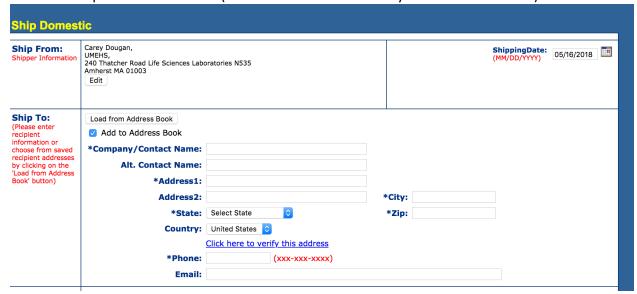


7. Specify whether the material is of human or animal origin and whether it harbors a known pathogen or is capable of altering a cell, but not capable of causing disease (the biological substances training covers both human and animal specimen)

8. Enter the materials to be shipped. You will need a material name, total quantity of material, and a net value (these values can be estimated or just enter \$1)

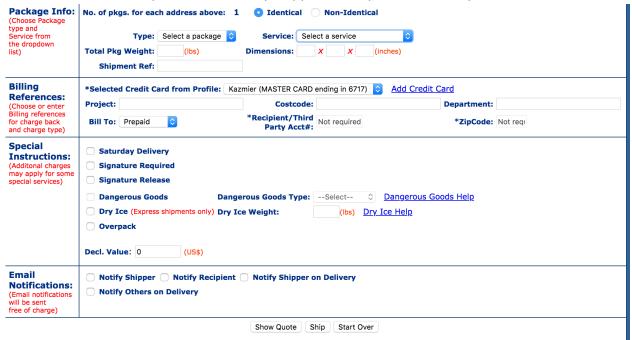
faterial Entry	
Material Classification:	UN 3373 Biological Substance, Category B, human origin
*Material Name:	
UN NO:	3373
Proper Shipping Name:	Biological substance, Category B
Class Or Division:	6.2
Packing Group:	
Labels:	
Packing Instructions:	See 650
<u>Special Permit:</u>	
<u>Authorization:</u>	Not Required 💠
•	Dangerous goods in excepted quantities? (FORBIDDEN)
•	Dangerous goods in limited quantities? (Max. Net Qnty: FORBIDDEN)
•	Cargo aircraft only? (Max. Net Qnty: NA)
Maximum Quantity per inner receptacle:	ml 🗘 (Max. Inner Qnty: NA)
*Total Quantity in Package:	ml 🐧 (Max. Total Qnty: NA)
*Net Value in USD(Min. 1):	

9. Enter the ship from information (which will be autosaved if you are a return user)



10. Choose what type of package you'll be sending (fiberboard box, plastic case, cylinder, plastic drum)

- 11. Choose what type of shipping service to use (for dry ice shipments, you must choose overnight, and FedEx standard overnight is the cheapest)
- 12. Estimate the total package weight (a medium Styrofoam box will hold about 5 pounds of dry ice for reference)
- 13. Specify the dimensions of the cardboard box
- 14. Enter the credit card information (even if you're using a third party billing, you must have a credit card on file)
- 15. If using third party billing, Select Bill To: Third Party and enter the FedEx account number for the third party
- 16. Indicate if you'll be using Dry Ice and the weight of the dry ice or any other special instructions
- 17. Indicate whether you want to notify shipper or recipient of delivery



- 18. Submit the quote and wait for EH&S to send a confirmation that the shipment has been approved. You will not be able to print address labels until you are approved
- 19. Upon approval, login to eShip Global and under My Shipments select Research Material Shipment History. You will be able to complete the shipment and print all of the labels.
- 20. Print the airway bill, address labels, package instructions and labels. Walk over to the Fisher store to get dry ice (5 lbs is usually enough for an overnight shipment and that amount fits well in a Sigma styrofoam container). You can call the store the day before or the day of to make sure they have dry ice if you are working with a time sensitive material. (413) 577-2600
- 21. When filling the container make sure not to tape the Styrofoam shut
- 22. Affix the labels per the printed instructions with packing tape and make sure to cover up any existing barcodes or addresses on the box with either the labels or a sharpie
- 23. Schedule a pickup from the same confirmation page within eShip Global

- 24. You can choose the same day as long as it's before 4 p.m. for standard overnight delivery (email the ChemE office to get the FedEx number)
- 25. Under the notes section of the pickup address of 240 Thatcher Road, Life Sciences Laboratories, specify that the pickup will be on the 3rd floor shelf near the main corridor elevators
- 26. Carry your package down to the 3rd floor and leave it on the shelf under the TV monitor