**VT Biohazardous Materials Shipping Request Form**

*Please* ***email*** *the completed form to:* *Biosafety Group* (ehs-bsg-g@vt.edu).

* The Biosafety Office of Environmental Health & Safety must oversee the shipment of all biohazardous materials.
* EHS will provide secondary/outer packaging and labels
* Sender/PI is responsible for FedEx account number and supplying dry ice, if required.

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| **Date you would like to ship your package**:  *Note: International shipments can take up to 2 weeks to coordinate. Domestic shipments require at least 3 business days notice.*  |
| **Shipping From: (Shipper)** |
| Name of Principal Investigator:  |
| Department: Bldg.and Room #:  |
| Phone Number: E-mail:  |
| Responsible Person:  Responsible Person Phone:   |
| **Shipping To: (Consignee)** |
| Name:  Phone #:  |
| Institution/Business Name:  |
| Address:  |
| City:  State:  Zip Code:  |
| Country:  |
| **Shipping Charges:** |
| Fed Ex account number for shipping charges:  **[ ]** PI or department account **[ ]** Recipient’s account |
| **Material Transfer Agreement:** |
| You must contact the Office of Sponsored Programs, Cyndy Williams at cwilli64@vt.edu or (231-3371) prior to shipping to determine if a **Material Transfer Agreement** (MTA) is necessary. |
| Material Transfer Agreement (MTA) in place?  **[ ]**  Yes **[ ]**  No, not required per OSP |
| **Required Information About Material Being Shipped:** |
| 1. Please describe the material to be shipped (e.g., extracted DNA/RNA on paper/in buffer, fixed/frozen tissue, lyophilized/ broth/ agar/ frozen culture [provide culture’s genus/species] or cell line [provide cell type], blood/serum/plasma, urine, saliva, fecal, swabs, etc.):

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| 1. Material is: **[ ]**  Solid **[ ]**  Liquid \* **[ ]**  Both solid and liquid \* material will be shipped

 [ ]  Primary human specimen [ ]  Primary animal specimen Animal species:       |
| 1. Do you know or suspect the material you are shipping contains a pathogen or is potentially infectious (e.g., pathogenic bacteria, virus, parasite, fungus, rickettsiae, either purposely administered or naturally occurring)?

 **[ ]**  Yes **[ ]**  No **[ ]**  Unknown If yes, list the pathogens here, including the full name and strain:  If yes, does it affect human, animal or plant? Check all that apply. **[ ]**  Human **[ ]** Animal **[ ]** Plant  *Note: A permit might be needed to ship this material. Nucleic acids, proteins, toxins, fixed or inactivated material may be regulated.* |
| 4. Is this material **genetically modified? [ ]**  Yes **[ ]**  No |
| 5. Will this shipment contain **chemicals,** e.g. formalin, ethanol, buffers, etc.?  **[ ]**  Yes **[ ]**  No If yes, list all chemicals and quantities here. Use the full chemical name, including percentage:  |
| **Required Information About Containers:**  |
| 1. Size and type of container(s) to be shipped (e.g., 3 ml plastic screw-cap tubes; 50 ml conicals, freezer box with vials, etc.):
2. If using freezer box, please give dimensions (\_ inches x \_ inches x \_\_inches):
3. Quantity of containers to be shipped (e.g., 1, 5, 10, 20, etc.):
4. Volume \* and weight of material per container (e.g., 100 µl, 5 grams, etc.):
5. Will your shipment require: **[ ]**  Dry Ice \*\* **[ ]**  Cold packs (you must supply) **[ ]**  Ambient*.*
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| *\* All containers of liquid material* ***must*** *be individually secured with secondary or positive means, i.e. tape or parafilm.**\*\* EHS will let you know how much dry ice you will need to have available.* |
| **Additional Comments:**  |