**VT Biohazardous Materials Shipping Request Form**

*Please* ***email*** *the completed form to:* [*Biosafety Group*](mailto:Biosafety%20Group) ([ehs-bsg-g@vt.edu](mailto: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](mailto: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.): |
| 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*.* |
| *\* 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:** |