

# PURDUE UNIVERSITY

## Hazardous Material Shipping Policy and Procedures

In an effort to better serve all customers the following pre-shipment procedures will be implemented:

1. Material(s) will continue to be shipped from **BRWN 2107** on normal business day.
2. Material(s) must be received **PRIOR** to 12 P.M. to ensure they will be shipped the same day.
3. Material(s) received **AFTER** 12 P.M. will go out the **following day**.
4. Material(s) that are to be shipped will need to be brought to BRWN 2107 in appropriate containers. Dry ice **must** be in the container if it is needed.
5. Dry ice shipments **must** be in a Styrofoam cooler **inside** a cardboard box. Please note the amount of dry ice on your form.
6. Complete an "orange sheet" for your material(s) provided in BRWN 2107. A **valid** account number for shipping charges is **required**.
7. International shipments can be very difficult and time consuming. Please follow these guidelines to help the process:
  - a. It is best not to ship after Wednesday.
  - b. Provide any acceptance documents that may be necessary for the destination country.
  - c. Provide a telephone number for the person that is receiving the material.
  - d. Provide a precise description of the material and what it will be used for. In most cases it will be used for research purposes
  - e. Provide an estimated value for the shipment, keeping in mind that duties and taxes will be based on this value.

Please make arrangements well in advance for special request, unusual materials, or large volume shipments.

Please contact me if you have any questions or concerns. I can be contacted by phone at 49-67367 or by email ([ishazlewood@purdue.edu](mailto:ishazlewood@purdue.edu)). I look forward to helping with your hazardous material(s) shipments.