

Ames Laboratory
Shipping Order Instructions
(Form 48303005)

International shipments require approval by the Laboratory's Export Control Officer (311 TASF) prior to offering for delivery to the Materials Handling Office (153 Spedding Hall).

This form, dated November 2009, replaces all previous Ames Laboratory Shipping Orders. Previous editions may be used and will be accepted until December 31, 2009.

This form must accompany all packages being shipped off-site from the Laboratory.

An Ames Laboratory Project/Project Abbrev number is required on this form. If you do not have an Ames Lab Project/Project Abbrev number, please check with your department/program administrative person for a valid number.

This form must be typed or computer generated. Only the original form is required. Distribution of copies will be performed by the Material Handling Office after shipment.

Sections 1, 2, and 3, must be completed for all shipments (exception: section 3 for documents) or the package will not be accepted for shipment by the Materials Handling Office or the shipping warehouse.

The Requestor Certification must be signed before shipment of materials.

The description shall include the quantity and complete name of the material, chemical or metal. Chemical symbols, formulas or trade names are not acceptable descriptions. Terms such as "samples for analysis" or "research specimens" will not be accepted for shipment.

Personal items are not authorized nor will they be accepted for shipment. All packages may be opened for inspection to insure that personal items are not included in the shipment, or that hazardous materials are properly communicated, documented and packaged.

Failure to declare any hazardous material could result in civil or criminal penalties by the U.S. Government of up to \$27,500 per person per day. Material Safety Data Sheets (MSDS) or an Ames Lab Comprehensive Emergency Response and Incident Mitigation Information Form (48383.025) is to accompany research materials for off-site shipment.

A shipping order number will be assigned by Materials Handling personnel when offering material for shipment.

Definitions for all hazardous materials are derived from the Code of Federal Regulations, Title 49, Transportation, Parts 100 to 108, by manufacturers and by researchers knowledge.