

APPENDIX A: INTENT TO SHIP BIOLOGICAL MATERIALS

After reading *Shipment of Biological Materials Manual* and *The Transport, Shipment and Receipt of hazardous Materials and Dangerous Goods Policy*, fill out this form to qualify to ship dangerous materials at UND. Office of Safety will review this completed form and upon successful completion and demonstration of knowledge of applicable regulations you will be certified to ship those materials designated on this form.

What regulated material(s) you are shipping via mail or courier service? List all hazardous materials that you intend to ship. Also, list the mailing service you intend to use.

What packaging will you use to ship your material(s)? Include company name and product number for chosen packaging for each material you intend to ship.

Are you shipping within United States of America? Yes No

Have you contacted UND Intellectual Property Commercialization & Economic Development for MTA and other legal paperwork?

Yes No N/A

Have you contacted UND Export Controls Office to satisfy export control regulations and other legal requirements?

Yes No N/A [For International Shipping please fill the UND Export Control International Shipment Review Form (https://und.edu/research/about/files/docs/und_export_control_shipment_form.doc) and submit to UND's Export Control Officer]

Check those that should appear on your package:

- Class 6.2 label
- Class 9 label
- UN3373 label
- Cargo Aircraft label
- Dry ice, UN1845, net weight ___kg
- Infectious substance, affecting humans, UN2814, net quantity
- Infectious substance, affecting animals, UN2900, net quantity
- Name, Address and Phone Number of Shipper
- Name and Address of Consignee
- Person Responsible: 24 hour telephone number
- Overpack
- "Exempt Human Specimen," or "Exempt Animal Specimen."
- Genetically modified microorganisms, UN3245, net quantity
- Diagnostic Specimens
- Other Dangerous Goods (List: _____)

APPROVALS

Office of Safety

Signature: _____

UND Intellectual Property Commercialization & Economic Development

Signature: _____

UND Export Controls Office

Signature: _____

Fill out a Shipper's Declaration for Dangerous Goods (**if your shipments require one**). An example of each material you intend to ship must be included in the "Nature and Quantity of Dangerous Goods" section of Shippers Declaration.

I understand the hazards associated with the materials noted above. Also, I understand the shipping requirements for those materials, as outlined in this manual.

Print name: _____ Email: _____

Department: _____ Phone #: _____

Signature: _____ Date: _____

Please return, in campus mail or email, to Office of Safety: 3851 Campus Rd. Stop 9031 Grand Forks, ND 58202
Tel: 701.777.3341 Fax: 701.777.4132 Email: und.safety@email.und.edu