

UNIVERSITY OF WATERLOO Safety Office

**This form must be fully completed prior to delivery of package to Central Stores for shipping.*

STEP 1: CLASSIFICATION (to be completed by requestor)

SAMPLE ID: _____

SAMPLE IS A:
 LIQUID SOLID

Circle
No/Yes

If YES, Circle Class

THIS SAMPLE IS: (select all that apply)

- Flammable
- Liable to spontaneously combust through friction or upon exposure to air
- Water-reactive
- An organic peroxide
- An oxidizer
- Toxic
- Corrosive
- A marine pollutant
- Classified as a lithium battery or lithium cell

No/Yes
No/Yes
No/Yes
No/Yes
No/Yes
No/Yes
No/Yes
No/Yes
No/Yes

Liquids 3 Solids 4.1
4.2
4.3
5.2
5.1
6.1
8
9
9

NAME (print): _____ POSITION: _____
 SIGNATURE: _____ DATE: _____ LAB OF ORIGIN: _____
 SUPERVISOR (print): _____ SUPERVISOR'S SIGNATURE: _____

STEP 2: SHIPPING NAME, UN # AND PACKING GROUP ASSIGNMENT (to be completed by Safety Office)

Based on the tentative hazard(s) classification the following shipping name, UN # and packing group have been assigned to best describe the above sample that is being shipped.

Shipping name: _____
 UN #: _____ Hazard class(es): _____ Packing group: _____
 as determined by: NAME (print): _____ DATE: _____
 POSITION: _____ SIGNATURE: _____

STEP 3: DETERMINATION OF EXCEPTED QUANTITY CLASSIFICATION – A or B below (to be completed by shipper)

A) Based on the information given above it was determined that the sample can be shipped as an excepted quantity provided:

1. The total quantity in each container does not exceed _____ g mL
2. The total number of containers does not exceed _____, meaning the total amount (of?) sample in the package cannot (does not?) exceed _____ g mL

B) Based on the information given above it was determined that the sample cannot be shipped as an exempt quantity and will be shipped using the assigned shipping name (above). As a result the sample(s) need to be packaged as such:

1. _____
2. _____
3. _____
4. _____
5. _____

NAME (print): _____ POSITION: _____
 SIGNATURE: _____ DATE: _____

STEP 4: PACKAGING OF SAMPLE (to be completed by requestor)

The sample has been packaged in the following manner:

1. Container volume _____ g mL
2. Container material glass plastic metal other _____
3. Absorbent material (around container) universal absorbent other _____
4. Secondary containment (of container and absorbent) Zip-lock or twist-tied plastic bag
 other _____
5. Packing material (surrounding secondary containment) bubble wrap packing peanuts
 other _____
6. Outer package UN approved Type _____
 other _____

PACKAGER'S NAME (print): _____ DATE: _____
 PACKAGER'S SIGNATURE: _____