



STEP 1: HAZARD IDENTIFICATION (to be completed by requestor)

Sample is a: Liquid Solid Sample composition:

The hazards of this sample include (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

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:
Hazard class(es): Packing group: UN #:
As determined by (print name): Date:
Position: Signature:

STEP 3: DETERMINATION OF EXCEPTED QUANTITY CLASSIFICATION - A or B below (to be completed by Central Stores 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 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.
6.

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
7. Customs declaration required (for out of country shipments only): Yes No

Packager's name (print): Date:
Packager's signature: