

### **Shipping Guidance for Users of Science Center, Department or Grant Funds**

- 1) **Three days prior to the requested ship date the shipper must send an email:**
  - a) To the [stockroom@smith.edu](mailto:stockroom@smith.edu), copy Margaret Rakas and your dept admin
  - b) Include full ship to name, address and phone number for recipient
  - c) Include a complete description of item(s) being shipped
  - d) Include requested shipping date, delivery date, and method of shipment (overnight, 2-day)
  - e) Include funding source
  - f) **See below for more information regarding:**
    - i) **International shipping**
    - ii) **Lithium batteries**
    - iii) **Shipping on dry ice**
- 2) The shipper will receive a reply email confirming the requested shipping date
- 3) Labels will be delivered to the shipper's mailbox for them to complete **only** the shipping address
  - a) The admin will complete the non-haz shipping letter and email to the stockroom and Margaret for printing
- 4) Once your package is ready to ship, email M Rakas to coordinate a meeting for package inspection
  - a) Packages **must** be ready for inspection **by 11am on the day you intend to ship.**
  - b) Shipper must be present during inspection
  - c) Bring your unsealed package and completed label to the Sabin Reed stockroom as per arrangement with M Rakas
- 5) The stockroom staff will call for Fed-Ex pick up. Stockroom will notify shipper if package is not picked up.
- 6) All shipping will be via Fed-Ex until further notice.
- 7) If you are shipping **lab kits to your students**, contact your admin directly for options and instructions

#### **I. International Shipping from Smith College**

**Any shipments to other countries of equipment (even if returned to the manufacturer for servicing), vendor-supplied materials, or other items which may be tightly regulated may need additional time to comply with transportation and export requirements.**

**ALL items to be shipped outside the US must go through Margaret Rakas, Lab Safety and Compliance Director so they can be reviewed for Export Compliance..**

**Additional instructions and forms will be provided to prepare your shipping documents.**

#### **II. Lithium Batteries**

- A. **Equipment containing, or shipped with, lithium batteries is regulated and requires specific packaging and labeling.**
- B. **Lithium batteries are also regulated**
- C. **Some batteries or equipment may require extra time for compliance**

#### **III. Shipping Research Materials on gel packs OR dry ice**

These instructions are for shipping non-hazardous research samples within the US or to Europe using FEDEX as the carrier. Smith is not authorized to use UPS for dry ice shipments.

#### **Before you prepare the shipment**

Three days prior to the requested ship date the shipper must send an email:

- a) To the [stockroom@smith.edu](mailto:stockroom@smith.edu), copy Margaret Rakas and your dept admin
- b) Include full ship to name, address and phone number for recipient
- c) Include a complete description of item(s) being shipped
- d) Include requested shipping date, delivery date, and method of shipment (overnight, 2-day)
- e) Include funding source

### **Additional Information**

- What is the material being shipped? If it is hazardous or needs dry ice see below. If you are shipping using nonhazardous gel packs include that information. Please provide a detailed description of your item, verify that the sample is nonpathogenic and any chemicals (buffers, preservatives etc) are not flammable, corrosive, toxic, or radioactive (if it is a hazardous substance - Margaret will contact you with further instructions)
- Note: We are not permitted to ship materials **above** ambient temperature.

### **The complete name, address and phone number of the person/business you are shipping to**

- Note that we **cannot** ship to a PO box.
- What fund or org should this shipment be charged to?
- When does it need to get there/does it need to ship today? As much advanced notice as you can give is best, but a minimum of 3 days is required. Services cannot be guaranteed without notice.

### **Preparing the package**

If you are not using new packaging materials make sure:

- that any old labels are removed or **completely obscured** with black marker
- there are no markings or stickers that are not relevant to the contents of the package. For example, make sure your box does not have "live rattlesnakes" or "hazardous material" printed on the side.

With any packaging make sure:

- that the container is big enough to comfortably hold the contents
- that there is packing material if needed to cushion the contents (the stockroom has recycled packing peanuts and bubble wrap free to anyone to use)
- that the package is left unsealed.

### **For dry ice shipping, see these additional steps**

We are required to use **FedEx for ALL dry ice shipments**. When the package is ready it should be brought directly to the stockroom with **the weight of the dry ice**, notifying your admin when you do so. There will be a scale in the stockroom to determine total shipping weight. Packages should be ready as early as possible on the requested day of shipping but **no later than 11:00am**.

The package should be left **unsealed** for inspection.

Packaging:

**Must be a styrofoam cooler inside of a cardboard box.**

- The SR stockroom may have some extras

**Items should be placed into double ziplock bags with a piece of paper towel or other absorbent which can absorb ALL the liquid of those items.**

Dry ice must NEVER be placed in a screw-top or other tightly sealed container. It is placed around the Ziploc bag(s).

### **Preparing the shipment documents**

Domestic Shipping:

- Other than dry ice, hazardous materials, and lithium batteries as mentioned above, shipping within the US is straightforward.
- Be sure to use the form labeled *US Airbill* and fill out the form completely.
- The original shipper's copy of the waybill should be forwarded to Daryl Jett along with billing information.

Shipping Internationally:

- **Additional instructions and forms will be provided once shipping is requested**

### **Shipping the package**

- There is no FedEx drop box on the campus or scheduled pick up. The shipper assumes responsibility for getting a package to a drop off location if a pick up cannot be arranged (IF the package contains non hazardous materials that are allowed to be transported by private vehicle).. If it is after 2:00 pm, the package will need to be brought to a FedEx drop off location in order to ship that day. If pick up is essential, call and 1-800-GOFEDEX ask for an agent right away to be sure. A 2 hour pickup window is generally required.
- While we do receive frequent deliveries from FedEx, it is best to call for a pick up 1-800-GOFEDEX. In most cases we should have them come to the Stockroom in Sabin Reed or Ford
- For international shipments other than documents it is best to have a driver pick them up or bring them to the shipping facility in Hatfield 174 West Street (Route 5) West Hatfield, MA 01088 so that a FedEx employee can make sure that the documentation is in order. The facility in Hatfield is also the last possible drop off time to ship on that day (Mon-Fri) 6:30pm for express, 6:00pm for ground.
- Other drop off locations can be found by searching at <http://www.fedex.com/us/> under "Find a location". There are locations in Northampton and you can find one that is on the way in pretty much any direction one might be headed. These can be used ONLY for non hazardous shipping.