

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

- 1) **Three days prior to the requested ship date for shipments within the US, the shipper must send an email:**
 - a) To the stockroom@smith.edu, copy Margaret Rakas and your dept admin. Include full ship to name, address and phone number for recipient
 - b) Include a complete description of item(s) being shipped
 - c) Include requested shipping date, delivery date, and method of shipment (overnight, 2-day)
 - d) Include funding source
 - e) **See below for more information regarding:**
 - i) **International shipping**
 - ii) **Lithium batteries**
 - iii) **Shipping on dry ice**
 - iv) **Shipping live plants or animals**
 - v) **Shipping course materials to students (ie: "Lab kits")**
 - vi) **Additional Information for preparing individual packages**
- 2) The shipper will receive a reply email confirming the requested shipping date
- 3) For shipments within the US, your departmental administrative assistant will email you the label as a PDF. If you are shipping internationally your dept admin will contact you with the specific process depending on your shipment and destination.
 - 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) **ALL 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 specified stockroom as per arrangement with M Rakas
- 5) The stockroom staff will call for courier pick up. Stockroom will notify shippers if the package is not picked up.
- 6) FedEx and UPS are the preferred couriers, but some situations will mandate which courier needs to be used.

I. International Shipping from Smith College

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

It may be prudent to notify the department administrative assistant, Margaret Rakas and the stockroom more than 3 days in advance of the requested ship date for international shipments-depending on the destination and the number of items in the package, it may take more time for consultant review or preparing documents.

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 per Shipping & Export Control memo dated 10/26/20 from the Associate Provost. Further details on this process and applicability can be found at <https://www.smith.edu/about-smith/risk-management/export-control> in the document "**Shipping: Export Control Review Criteria**"

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

II. Shipping Lithium and Other Batteries

1) 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
- D. Shipped only by FedEx

2) If shipping any equipment containing or with other types of batteries either with overnight or 2-day shipping, this can only be shipped via FEDEX with assistance from your administrative assistant.

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.

IV. Shipping Live Plants or Animals

A. Live Plants

Live plant domestic shipments are regulated under the US Postal service and by some US states (such as Arizona and California). Some states ban only certain plants (which have been designated as 'noxious weeds'), and some ban essentially all out of state plant shipments. Smith College will comply with individual state requirements, including the requirement by some states which require a "Phytosanitary Certificate" from the MA Dept of Agriculture. Please allow extra time to obtain these certificates, which must accompany the shipment.

B. Live Animals (anemones, worms, etc)

All live animals must be reviewed by the Lab Safety & Compliance Director, as well as the ACF Manager if the animals fall under IACUC regulations. Please allow extra time for this review especially if shipping for the first time.

V. Shipping course materials to students (ie: "Lab kits")

As soon as you have determined shipping course materials will be necessary, email a detailed list of items to Margaret Rakas and copy your admin. [for both international and US shipments](#). It is VERY IMPORTANT that the list of kit contents be descriptive ("Battery" is not helpful; "9V alkaline battery" is and saves you time as there won't be a followup question). The list will be reviewed for any potential shipping complications.

Domestic shipments that do not contain any hazardous materials will be straightforward, as will international shipments that do not contain any electronics, software, or hazardous materials.

Hazardous materials are flammable liquids (ethanol, acetone) or solids (magnesium ribbon), corrosives such as hydrochloric acid or potassium hydroxide, or toxics (such as methylene chloride). These may still be considered hazardous if present in a piece of apparatus, such as the ["Drinking Bird"](#) which typically contains methylene chloride.

Kits with hazardous materials shipping anywhere and kits with electronics or software shipping outside the US may present packaging issues or a need for our consultant to review their export control status.

Also, as you are packing the boxes, please 1) put any liquids into at least one (two is better) ziploc bags with some paper toweling in the first ziploc; 2) make sure ANY batteries including alkaline, have the terminals covered or otherwise arranged so that they are not in contact with any other metal including the terminals of other batteries.

If you know which countries you may need to ship to, include that information with your list.

Margaret will communicate concerns directly with you and your admin, then provide any specific instructions necessary.

Your admin has the google form that should be used to collect mailing addresses for your students. Provide your admin with your class list, including email address, so they can proceed with collecting mailing addresses. [The student's local phone number MUST be included.](#)

UPS is the preferred courier for domestic shipping, FedEx is the preferred courier for international shipping though the best options will be vetted for specific situations.

If international shipping is required, additional steps and information will be required. Your admin will shepherd the process through the remaining steps and provide instructions specific to your needs.

VI. Additional Information for preparing individual packages

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, 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 advance notice as you can give is best, but a minimum of 3 days is required (business day, excluding holidays). 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 so that it can be securely sealed
- 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 11:00 am**.

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 or other batteries as mentioned above, shipping within the US is straightforward.
- You will receive the label by email. It should be affixed to the top of the box and covered completely with clear packing tape or inserted into a plastic pouch.
- The shipping receipt should be forwarded to Daryl Jett along with billing information. The cost center or grant number and the shipper's last name needs to be entered in the Reference field of the label.

Shipping Internationally:

- The shipper is responsible for generating the commercial invoice including harmonized codes that accurately reflect the package contents. A template and source for the codes can be provided.
- In addition, for anything other than a letter, a *Commercial Invoice Form* is required.
 - FedEx requires three copies of the commercial invoice along with the waybill. Make four copies total, and keep one with your shipping label receipt .
 - If the person who is shipping the package would like a copy of the waybill for tracking purposes, please make them a copy. We need to retain the original for our billing purposes IF it is to be charged to a Smith fund or cost center.
 - Please note that the person who signs the commercial invoice assumes responsibility for the shipment.
 - If you have any questions please check first with Margaret Rakas.
- The completed CI should be emailed to Margaret Rakas for review and will be used for label generation.

Shipping the package

- There are no FedEx or UPS drop boxes on the campus or scheduled pick ups. The shipper assumes responsibility for getting a package to a drop off location if a pick up cannot be arranged by the stockroom (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 or UPS drop off location in order to ship that day. A 2 hour pickup window is generally required.
- For international shipments via FedEx, 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, **not for dry ice packages**.

