**Biological Research Sample Shipment Request Form**

Shipping research samples takes time. It is required that you provide UR Stores with **at least one week’s notice** before shipment is to be sent. Best case scenario is that it will only take 1-2 days. It is likely that others have requested material to be shipped out before you.

Classifying material, obtaining required paperwork and documentation, properly packing the material all takes time.

**Please complete the following table to the best of your ability, to expedite the shipment process:**

|  |  |
| --- | --- |
| What are you needing to ship? Describe, in detail, the material you are needing to ship.  Please include all of these relevant details:   * Material: cell, blood, pathogen, nucleic acid, plasmid, relevant genes, etc. * Origin of material: human, animal (what type of animal), plant (what type of plant), etc. * Location of material origin: country (i.e., Canada, Botswana, US) | Material:  Origin of material:  Location of material origin: |
| How many samples do you need to send? |  |
| What is the size of the container(s) the material will be in? (i.e. 1.5 mL) |  |
| What type of container is the sample in? (i.e. plastic Eppendorf tubes) |  |
| What is the size of the sample, if applicable (i.e. 1mL of cells pellet) |  |
| Are there other components or chemicals in the sample? (buffer, media, glycerol, etc.). Please include full chemical/component names, not just acronyms. Also include any proportions or percentages of each chemical. |  |
| Will the sample need to be shipped on dry ice? Ice? Ambient temperature? |  |
| Please provide the address and phone number to send the shipment to. |  |
| The shipment should be sent to the attention of: |  |
| If you know, what is the risk group and TDG classification of the material? |  |

**UR Stores/Health & Safety to complete:**

|  |
| --- |
| **Name:** |
| **Date of Review:** |

|  |  |
| --- | --- |
| What is the final classification of the material? |  |
| Is a *Biological Agent Transfer Notification Form* required? |  |
| Is a commercial invoice required? |  |
| Is a DG shipper’s declaration or itemized contents required? |  |
| Was an Import Permit provided by receipent? |  |