Biosciences Hazardous Material Shipping Process

- **Requestor** has material to be shipped.
  - Prepare your samples for shipment in an unsealed box. **(Don't know how? Contact Shipping at x5084, or see Chemical Hygiene and Safety Plan (CHSP) section:** *Chemical Procurement, Transportation and Inventory*.)
  - Complete the Biosciences Hazardous Material Transportation Authorization (HMTA) Form available at UHOO's website.
    - Sample Information (Description, CAS#, volume, quantity, etc.)
    - Include MSDS for each sample type (electronic version preferred)
    - Identify the hazard status of the material if known
  - Use the Point and Ship Database to create a material transportation request. ***Training is required for this system prior to use*.** Training and instructions are available at: shipping.lbl.gov.
    - **If you have a Shipping/Receiving Point of Contact (POC), they will complete the Point & Ship request and remaining process for you, as described below.**
    - **If you have no Shipping/Receiving POC, email the HMTA to the Shipping Department:** shipping@lbl.gov**, then follow the instructions below:**
  - Verify that the Senior Materials Specialist (SMS) has returned your HMTA with all applicable information included (Verified hazard status, shipping instructions).
    - If any information is missing, the material cannot be transported.
  - Process the material for shipment according to the instructions provided by the SMS. This includes packaging, marking, labeling and transporting the material.
    - The SMS will arrange for transportation to pick-up your material. You do not need to arrange for pick-up.
  - Print and attach the Point and Ship Traveler, and each MSDS, to the package to be shipped.

- **Shipping/Receiving Point of Contact (POC)** will:
  - Collect the HMTA from the Requestor
    - Verify hazardous material status with the Requestor.
  - Use the Point and Ship Database to create a material transportation request. ***Training is required for this system prior to use*.** Training and instructions are available at: shipping.lbl.gov.

- Contact the Shipping Department Senior Materials Specialist (SMS) for specific instructions for packaging, marking, labeling and transporting the material.
    - Email the HMTA and MSDSs to the Shipping Department: shipping@lbl.gov
- Verify that the SMS has returned your HMTA with all applicable information included (Verified hazard status, shipping instructions).
    - **If any information is missing, the material cannot be transported**.
- Process the material for shipment according to the instructions provided by the SMS. This includes packaging, marking, labeling and transporting the material.
    - The SMS will arrange for transportation to pick-up your material. You do not need to arrange for pick-up.
- Attach the Point and Ship Traveler, and each MSDS, to the package to be shipped.

- **Transportation Services Worker** will pick up your package and deliver it to the LBNL Facilities Shipping Dept. SMS.
- **Shipping Department SMS** will evaluate and verify your shipment, prior to shipping your material.
- **Transportation and Shipping contacts:**
    - LBNL Shipping Department Senior Materials Specialists (SMS) at x5084.
    - Transportation of Chemicals, Hazardous Materials, Research Samples – Interim Subject Matter Expert at x5286.
    - Biosciences Division Safety Coordinator: Ben Sandmann x7855.
    - Your Laboratory Manager or Shipping Point of Contact (if applicable):

JBEI:	Lab Manager:	Tim Lease	x2624
	Shipping POC:	Sam Ortiz	x2699
ALS:	ALS Shipping/ Receiving (B7-100):	Derrick Crofoot	x4494