
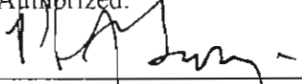
 McMaster University Risk Management Manual	RMM #505 Title: Transportation of Dangerous Goods	Date: July 2009 Page: 1 of 18
Submitted: Risk Management Support Group	Approved:  Vice President, Administration	Authorized:  President and Vice-Chancellor

1 PURPOSE

- 1.1 To ensure the safe transportation of hazardous materials in compliance with the Transportation of Dangerous Goods (TDG) Act and Regulations.

2 SCOPE


- 2.1 All persons who may be involved in the shipping, handling and / or receiving of dangerous goods as defined in Appendix 1.

3 RELATED DOCUMENTS

- 3.1 Transportation of Dangerous Goods Act, R.S.C. 1985
- 3.2 Transportation of Dangerous Goods Act and Regulations R.R.O. 1992
- 3.3 International Civil Aviation Organization (ICAO) Technical Instructions
- 3.4 International Air Transport Association (IATA) Dangerous Goods Regulations
- 3.5 Canadian Nuclear safety Commission (CNSC) Transport Packaging of Radioactive Materials Regulations 1992
- 3.6 International Atomic Energy Commission
- 3.7 Nuclear Safety and Control Act
- 3.8 Laboratory Biosafety Guidelines, 2nd edition 1996 Health Canada, Health Protection Branch-Laboratory Centre for Disease Control
- 3.9 Emergency Response Guidebook 2008 (ERG 2008)

4 DEFINITIONS

- 4.1 TDG Coordinator – a TDG trained employee who is approved by Environmental & Occupational Health Support Services (EOHSS) as being capable of assuming TDG responsibilities on behalf of the University or his / her department.
- 4.2 MTA-Material Transfer Agreements, a contract that governs the transfer of one or more biological and other materials between institutions (non-profit and for profit) for research purposes. These materials may include cultures, cell lines, plasmids, nucleotides, proteins, bacteria, transgenic animals, pharmaceuticals and other chemicals.
- 4.3 Consignor – a person who offers a consignment of dangerous goods.
- 4.4 Consignee – a person who receives or is intended to receive a consignment of dangerous goods.
- 4.5 Shipper – a person who offers a consignment of dangerous goods for transport
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- 4.6 Dangerous Goods - a product, substance or organism included by its nature or by the TDG regulations in any of the classes listed in the TDG schedule. Appendix 1.
- 4.7 Carrier – a person who has possession of dangerous goods during transport.
- 4.8 Receiver – a person who receives a consignment of dangerous goods from a carrier.
- 4.9 Approved Packaging Material – packaging materials which have been tested and meet the requirements of the Transportation of Dangerous Goods Regulations and/or IATA Regulations.
- 4.10 Label – the diamond shaped TDG label affixed to a package to identify the hazard class.
- 4.11 Placard – a large diamond shaped warning placard placed on the exterior of the transport vehicle that indicates the class (es) of dangerous goods being transported. Placards are to be mounted on four sides of the transport vehicle and removed when the dangerous goods are unloaded from the vehicle.
- 4.12 Accidental Release – means, in relation to dangerous goods, an unplanned or accidental discharge, emission, explosion, outgassing or other escape of dangerous goods or an emission of ionizing radiation that exceeds a level of established under the Nuclear Safety and Control Act.
- 4.13 Handling – means loading, unloading, packing or un
- 4.14 Handling – means loading, unloading, packing or unpacking dangerous goods in a means of containment for the purposes of, in the course of or the following transportation and includes storing them in the course of transportation.


4.15 **Acronyms**

TDG – Transportation of Dangerous Goods


EOHSS – Environmental and Occupational Health Support Services

5 RESPONSIBILITIES

- **Role of Chair / Director:** Department Chairs / Directors will support and direct the required procedures to ensure compliance with the TDG Act and Regulations.
 - **Role of Supervisors:** To ensure that all staff reporting to them who are or could be involved in the shipping, handling and or receiving of dangerous goods are trained and certified as prescribed by the TDG Regulations.
 - **Role of Purchasing Resources Department:** Provide TDG related services to facilitate McMaster University compliance with the TDG Act and Regulations.
 - **Role of Hamilton Health Sciences Corporation and Host Institutions Shipping & Receiving Department:** Provide contracted services as required that compliment McMaster University Faculty of Health Science compliance with the TDG Act and Regulations.
 - **Role of Facilities Services:** Provide hazardous materials shipping, handling, receiving and on site transportation in compliance with the TDG Act and regulations.
 - **Role of EOHSS:** Provide training, consultation, procedures and audit services to ensure McMaster University compliance with the TDG Act and Regulations. Annually review the TDG Program to ensure it is accurate to regulatory requirements.
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- **Role of Office of Research Contracts and Intellectual Property:** Approve MTAs material transfers that require intellectual property contract agreements; such as biological or genetic samples or chemical compounds.
 - **Role of TDG Coordinators:** Provide the appropriate documentation, labels, packaging materials and advice to ensure McMaster University compliance with the TDG Act and Regulations.
 - **Role of Consignor:** The consignor (i.e. shipper) must ensure that:
 - i) The goods are properly **classified, packaged, labeled, marked and include MSDS where necessary**;
 - ii) The **shipping document** contains all information required by the Regulations and that it is dated and signed;
 - iii) If placards are necessary for the consignment, they are supplied and placed on the vehicle before it is loaded;
 - iv) The **carrier** is given a signed and dated copy of the shipping document;
 - v) **One copy of the shipping document is retained** on file for at least two years by the consignor;
 - vi) The carrier is **provided with any additional permits or documents** that may be required for the particular shipment;
 - vii) Conditions set out in any MTA must include compliance with TDG and/or IATA Regulations;
 - viii) Their TDG training is current.
 - **Role of Carrier:** The carrier must ensure that:
 - i) The consignor/shipper presents a **shipping document** that is complete and correct, and is dated and signed;
 - ii) The **shipping description** on the shipping document is consistent with the safety marks displayed on the container;
 - iii) The **vehicle or container is checked** before accepting it to make sure that it is in good condition for transport;
 - iv) The **placards** are displayed on the vehicle or containers before the dangerous goods are loaded. They must be visible on all four sides and displayed until all dangerous goods are removed from the vehicle;
 - v) The **shipping document is always accessible**. On the road, leave the document in the pocket of the driver's door or on the seat beside the driver;
 - vi) A copy of the shipping document and any additional documents required by the TDG Regulation must be retained for a period of two years;
 - vii) Their TDG training is current.
 - **Role of Consignee:** The receiver must ensure that:
 - i) The shipment is **unloaded safely**;
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- ii) Accidental and Imminent Accidental Release requirements of the TDG Act are met (see Appendix 2);
- iii) The **supplier is notified** if dangerous goods received are not in compliance.
- iv) Their training is current.


6 PROCEDURES

6.1 Shipping / Receiving / Transporting / Classifying Dangerous Goods:

- Only McMaster University approved employees who are TDG trained and certified, are authorized to be agents of the University for the purpose of transportation of dangerous goods covered under the TDG Act and Regulations. TDG trained persons shall be re-certified every three years, as required by the Regulations.
- For the purposes of IATA Regulations (air shipments) employees must receive training in the requirements commensurate with their responsibilities every 24 months and also complete the required test. A training card from EOHSS must be retained by trained personnel while their certification is valid.
- Persons intending to ship dangerous goods from McMaster Campus or the Faculty of Health Sciences (**i.e. the consignor**) will complete a “**Dangerous Goods Customs & Invoice Request Form**” (See Appendix 5) and forward it to TDG Coordinator in the Purchasing departments Customs and Traffic Office, or in the case of Faculty of Health Sciences host location shipment to the host institutions Shipping and Receiving Department.
- Any Material Transfer Agreement must be in compliance with McMaster Biosafety Committee, Health Physics Advisory Board and the TDG Regulations.

NB. The consignor will follow precisely the instructions provided by the TDG Coordinator.

- The following offices have been designated as the primary contacts for coordinating the shipping, receiving, transporting and classifying of dangerous goods:
 - i) The Purchasing Resources Customs and Traffic Office DTC Room # 404 (Ext.23084 or 24358), for all main campus related TDG activities. This office has certified TDG trained staff that will provide the appropriate advice, documentation, and labels for the transportation of dangerous goods.
 - ii) The McMaster Site of the Hamilton Health Science Corporation, Shipping and Receiving Office (Ext.75497) for all MUMC related TDG activities. This office has certified TDG trained staff that will provide appropriate advice in consultation with the McMaster Customs and Traffic Office on, documentation, packaging materials placards and labels for the transportation


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of dangerous goods. All shipments must be inspected by Customs and Traffic before leaving campus.

- iii) The Facilities Services Office (Ext.24512). This office has certified TDG trained staff who are trained to receive and transport dangerous goods on campus.
 - iv) The Health Physics Office (Ext. 24226) for shipments of materials regulated under the Nuclear Safety and Control Act (See Appendix. 1).
 - v) The University Biosafety Officer (Ext. 23453) for consultation on shipments involving biohazardous materials.
 - vi) The University Safety Officer (Ext. 23314) for consultation on shipments involving chemical and biomedical waste.
 - vii) Host Institution-Any institution serving as a host to McMaster University staff, and if shipping and receiving services are provided, will provide services in compliance with this policy.
- Departments that ship, handle, transport or receive dangerous goods shall identify secure areas for the shipping and receiving of such goods.
 - Departments having direct involvement in the shipping of hazardous waste (i.e. Department of Biology) will maintain an appropriate number of staff that is TDG trained for the purpose of shipping hazardous waste.
 - Persons receiving dangerous goods (**i. e. the consignee**) will:
 - i) Unload shipments carefully and report any accidental releases to the EOHSS.
 - ii) Notify the Supplier, Customs and Traffic and EOHSS in the event of dangerous goods shipments received that are not in compliance with the TDG Regulations and supply applicable documentation.

6.2 Emergency Procedures & Incident Reporting:

- **Call Security Services Ext. 88** on campus and **Ext. 5555 in MUMC** for emergencies involving dangerous goods on campus (e.g. fire, explosion, spill, etc.).
 - All incidents involving dangerous goods on campus (e.g. improperly packaged or labeled goods, improper documents, damage containers etc.) must be reported to **EOHSS Ext. 24352**. After hours contact Security at the Institution involved.
 - **CANUTEC (Canadian Transport Emergency Centre)**: This Centre is operated by Transport Canada to assist emergency response personnel in handling dangerous good emergencies. Federal regulations require that CANUTEC must be contacted in the event of an incident or accident involving radioactive materials or infectious substances. This is in addition to any reporting that must be done by provincial or municipal statutes. The information number is (613) 996-6666.
 - **CHEMICAL SPILLS IN THE UNITED STATES**: Consignors of shipments to the United States must be aware of spill reporting requirements and emergency response services in the U.S.A. Hazardous materials spills or emissions above reportable quantities must be reported to the American authorities. This information also applies
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to persons working with hazardous materials in the U.S.A. Information to be reported must include the location of the incident, source and cause, material and amount spilled or emitted. The person in charge of the hazardous material at the time of the release is normally responsible for serving notification to:

CHEMTREC, 1-800-424-9300. The Chemical Transportation Emergency Center, a service of the Chemical Manufacturers Association, provides emergency response personnel with immediate access to information and expert assistance for handling hazardous materials incidents.

7 RECORDS

7.1 **Retention:** Copies of all TDG related shipping documents will be kept for a minimum of two years after expiration.

7.2 **Filing:** Copies of TDG related shipping documents will be kept by:


- The TDG Coordinator responsible for coordinating the shipment.
- Risk Management Services for the shipment of hazardous waste.
- Facilities Services for shipments of materials regulated under the Nuclear Safety and Control Act.

7.3 **Training Records:**

- EOHSS will maintain a TDG and ICAO training record database.

7.4 **Auditing:**

- EOHSS may select a department on a random basis to audit their TDG activities for compliance.
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Appendix 1

Classification of Dangerous Goods

Hazardous Materials are placed in one of nine classes of dangerous goods depending on hazard characteristics. Classes are further subdivided into divisions:

Class 1 Explosives:

Explosives are classified according to the tests, procedures, and criteria prescribed in Part 1 of the UN Recommendation on the Transportation of Dangerous Goods, Manual of Tests and Criteria.

- 1.1 Substances or articles with a mass explosion hazard (e.g. picric acid, some ammonium nitrate fertilizers, nitrosoguanidine, and trinitrobenzene).
- 1.2 Substances or articles with a fragment projection hazard but not a mass explosive hazard (e.g. type B fireworks, some flares).
- 1.3 Substances or articles, which have a fire hazard along with either a minor blast hazard or a minor projection hazard, or both, but no explosion hazard. (e.g. dinitrosobenzene, some photoflash bulbs).
- 1.4 Substances or articles that present no significant fire hazard – explosion effects are largely confined to the package and no projection or fragments of appreciable size or range are to be expected (type D fireworks).
- 1.5 Substances, which, although very insensitive, have a mass explosion hazard, like those substances of class 1.1 (e.g. methylamine nitrate solution).


Class 2 Gases:

For road and marine transport, gases are divided into four divisions:

- 2.1 Flammable (e.g. hydrogen, carbon monoxide, acetylene).
- 2.2 Non – flammable, non-toxic, non-corrosive gases (e.g. nitrogen).
- 2.3 Toxic gases (e.g. phosgene, nitrogen dioxide).

For air transport, gases are divided into three divisions:

- 2.1 Flammable
 - 2.2 Non-flammable non-toxic
 - 2.3 Toxic
-

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Appendix 1 (Continued)

Class 3 Flammable Liquids:

For road and air transport, there are no divisions. For Marine transport, flammable liquids are divided into three divisions.

Marine Division:

- 3.1 Liquids with a closed-cup flash point under -18°C (e.g. carbon disulphide, gasoline).
- 3.2 Liquids with a closed-cup flash point between -18 and 23°C (e.g. triethylamine).
- 3.3 Liquids with a closed-cup flash point between 23 and 61°C . (e.g. isopropyl glycidyl ether).

Class 4 Flammable Solids:


Substances liable to spontaneous combustion and substances, which upon contact with water emit flammable gases. Flammable solids are divided into three divisions:

- 4.1 Solids which under normal conditions of transport are readily ignitable and burn vigorously and persistently or which cause or contribute to fire through friction or from heat retained from manufacturing or processing (e.g. matches, sterno).
- 4.2 Substances liable to spontaneous combustion under normal conditions of transport, or when in contact with air, liable to spontaneous heating to the point where they ignite (e.g. charcoal, white phosphorus).
- 4.3 Substances that, on contact with water, emit dangerous quantities of flammable gases or become spontaneously combustible. (E.g. sodium metal).

Class 5 Oxidizing Substances and Organic Peroxides:

This Class has two divisions:

- 5.1 Oxidizing substances cause or contribute to the combustion of other material by yielding oxygen or other oxidizing substances, whether or not the substance itself is combustible (e.g. perchlorates, potassium permanganate, nitrates).
 - 5.2 Organic peroxides are compounds that contain the bivalent “-O-O-” structure which are strong oxidizing agents and may be liable to explosive decomposition or sensitive to heat, shock or friction (e.g. benzoyl peroxide).
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Appendix 1 (Continued)

Class 6 Poisonous Substances / Infectious Substances:

This class has two divisions:

- 6.1 Solids or liquids that are poisonous through inhalation of vapours, by skin contact or by ingestion (e.g. pesticides, cyanides), as defined by regulation.
- 6.2 Substances which are or contain micro-organisms or recombinants, hybrids or mutants thereof, that are known to be infectious substances or that, are reasonably believed to be infectious substances.

Class 7 Radioactive Materials:

Radioactive materials within the meaning of the Nuclear Safety and Control Act with activity greater than 74kBq/kg (e.g. nuclear moisture gauges, radiochemicals, anti-static devices).

Class 8 Corrosive Substances:

Substances that cause visible necrosis of the skin or corrode steel or non-clad aluminum (e.g. sulphuric acid, potassium hydroxide solid).

Class 9 Miscellaneous dangerous Goods:

This class has three divisions:

- 9.1 Substances or products presenting dangers sufficient to warrant regulation in transport but which cannot be ascribed to any other class (e.g. diluted formaldehyde, dry ice).
 - 9.2 Environmentally hazardous substances (e.g. copper sulphate).
 - 9.3 Dangerous wastes (e.g. leachable toxic wastes).
-

Appendix 2

PART 8

ACCIDENTAL RELEASE AND IMMINENT ACCIDENTAL RELEASE REPORT REQUIREMENTS

TABLE OF CONTENTS

Definitions

	SECTION
Immediate Reporting	8.1
Immediate Reporting Information	8.2
30-Day Follow-up Report	8.3

ACCIDENTAL RELEASE AND IMMINENT ACCIDENTAL RELEASE REPORT REQUIREMENTS

Definitions

Definitions for the following terms, used in this part, are provided in Part 1, Coming into Force, Repeal, Interpretation, General Provisions and Special Cases:

<i>Accidental release</i>	<i>Cylinder</i>	<i>Instructions</i>	<i>Railway vehicle</i>
<i>Aircraft</i>	<i>Dangerous goods</i>	<i>Imminent</i>	<i>Road</i>
<i>CANUTEC</i>	<i>Director General</i>	<i>accidental</i>	<i>Vehicle</i>
<i>Certification</i>	<i>Emergency</i>	<i>Release</i>	<i>Ship</i>
<i>safety</i>	<i>Emergency</i>	<i>Infectious</i>	<i>Shipping</i>
<i>Mark</i>	<i>response</i>	<i>substance</i>	<i>Name</i>
<i>Class</i>	<i>assistance plan or</i>	<i>Means of</i>	<i>UN number</i>
<i>Classification</i>	<i>ERAP or ERP</i>	<i>containment</i>	<i>Aéronef</i>
<i>Consignor</i>	<i>Employer</i>	<i>Person</i>	
	<i>ICAO Technical</i>	<i>Public safety</i>	

8.1 Immediate Reporting

(1) In the event of an accidental release of dangerous goods from a means of containment, a person who has possession of the dangerous goods at the time of the accidental release must make an immediate report of the accidental release to the persons listed in subsection (5) if the accidental release consists of a quantity of dangerous goods or an emission of radiation that is greater than the quantity or emission level set out in the following table:

Table

Class	Quantity	Emission Level
1	Any quantity that could pose a danger to public safety or 50 kg	
2	Any quantity that could pose a danger to public safety or any sustained release of 10 minutes or more	
3	200 L	
4	25 kg	
5.1	50 kg or 50 L	
5.2	1 kg or 1 L	
6.1	5 kg or 5 L	
6.2	Any quantity that could pose a danger to public safety or 1 kg or 1 L	
7	Any quantity that could pose a danger to public safety	An emission level greater than the emission level established in section 20 of the “Packaging and Transport of Nuclear Substances Regulations”
8	5 kg or 5 L	
9	25 kg or 25 L	


(2) For air transport, a person who has possession of dangerous goods at the time a “dangerous goods accident” or a “dangerous goods incident”, as defined in the ICAO Technical Instructions, occurs on board an aircraft, in an aerodrome or at an air cargo facility must immediately report it to the persons listed in subsection (5).

(3) In the event of an imminent accidental release of dangerous goods, a person who has possession of the dangerous goods at the time of the imminent accidental release must immediately report it to the persons listed in subsection (5). An immediate report of an imminent accidental release is considered to be in immediate report for any subsequent accidental release.

(4) While each person who has possession of the dangerous goods at the time of an accidental release a, “dangerous goods accident” or a “dangerous goods incident” must make an immediate report, if one person makes the immediate report, the other persons are not requires to make additional immediate reports.

(5) A person referred to in subsection (1), (2) or (3) must make an immediate report to

- (a) the appropriate provincial authority listed in the table following this subsection;
- (b) the person’s employer;
- (c) the consignor of the dangerous goods;
- (d) for a road vehicle, the owner, lessee or charterer of the road vehicle;

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- (e) for railway vehicle, CANUTEC at (613) 996-6666;
- (f) for a ship, CANUTEC at (613) 996-6666, a Vessel Traffic Services Centre or a Canadian Coast Guard radio station;
- (g) for an aircraft, an aerodrome or an air cargo facility, CANUTEC at (613) 996-666; and
- (i) for an accidental release from a cylinder that has suffered a catastrophic failure, CANUTEC at (613) 996-6666.

Table

Immediate Reporting

Provincial Authority

When a report is made directly to the local police, it is expected that they will inform the local fire department.

Province	Authority
Alberta	the local police and the appropriate provincial authority at 1-800-272-9600
British Columbia	The local police and the Provincial Emergency Program at 1-800-663-3456 SOR/2003-273
Manitoba	The Department of Conservation at (204) 945-4888 and either the local police or the fire department
New Brunswick	The local police or 1-800-565-1633
Newfoundland	The local police and the Canadian Coast Guard at (709) 772-2083;
Northwest Territories	The appropriate authorities at (867) 920-8130
Nova Scotia	The local police or 1-800-565-1633 or (902) 426-6030
Nunavut Territory	The police and the Nunavut Emergency Services at 1-800-693-1666
Ontario	The local police
Prince Edward Island	The local police or 1-800-565-1633
Quebec	The local police
Saskatchewan	The local police or 1-800-667-7525
Yukon Territory	The appropriate authorities at (867) 667-7244

8.2 Immediate Reporting Information

The immediate report must include as much of the following information as is known at the time of the report:



- **(a)** the shipping name or UN number of the dangerous goods;
 - **(b)** the quantity of dangerous goods that
 - **(i)** was in the means of containment before the accidental release, the “dangerous goods accident” or the “dangerous goods incident”, and
 - **(ii)** is known or suspected to have been released;
 - **(c)** a description of the condition of the means of containment from which the dangerous goods were released, including details as to whether the conditions of transport were normal when the means of containment failed;
 - **(d)** for an accidental release from a cylinder that has suffered a catastrophic failure, a description of the failure;
 - *For example, there was an explosion, a valve sheared off or there was a crack in the cylinder.*
 - **(e)** the location of the accidental release, the “dangerous goods accident” or the “dangerous goods incident”;
 - **(f)** for a ship, the position of the ship and the next location at which the ship will be at anchor or alongside a fixed facility;
 - **(g)** the number of deaths and injuries resulting from the accidental release, the “dangerous goods accident” or the “dangerous goods incident”; and
 - **(h)** an estimate of the number of people evacuated from private residences, public areas or public buildings as a result of the accidental release, the “dangerous goods accident” or the “dangerous goods incident”
-



Appendix 3

Exemptions for shipping:

In certain circumstances, dangerous goods may be shipped without meeting all the normal TMG requirements.

Examples are: small quantities of certain classes of dangerous goods, dry ice, biological substances, and dry shippers.

To fall into these categories of 'limited quantities', 'expected quantities', 'shipper's declaration not required' or 'non-restricted', please consult with a TDG Coordinator to determine if your shipment qualifies for any exemptions.



Appendix 4

TDG Flowchart

(This is for information purposes only. Contact Customs and Traffic for more specific details.)

Requirements for an MSDS:

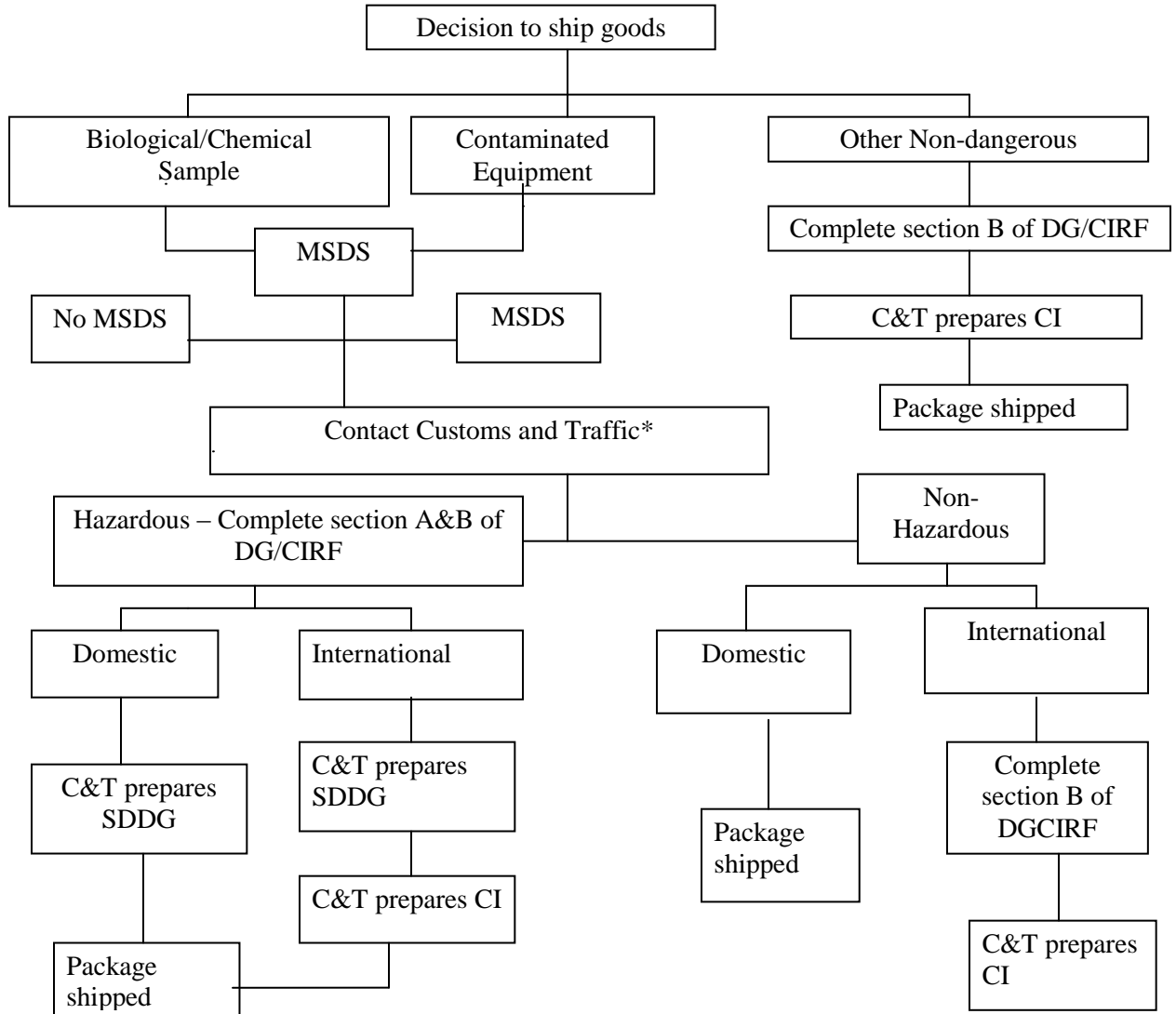
Under the WHMIS regulations a laboratory sample is defined as:

In respect of a controlled product, a sample of the controlled product that is intended solely to be tested in a laboratory but does not include a controlled product that is to be used,

- (a) by the laboratory for testing other products, materials or substances, or
- (b) for educational or demonstration purposes

Section 18(2) of the WHMIS regulations states:

No MSDS is required for a controlled product that is a laboratory sample produced by the employer at the workplace.



Legend: **MSDS** – Material Safety Data Sheets **DG/CIRF** – Dangerous Goods Invoice Request Form
SDDG - Shipper's Declaration for Dangerous Goods **CI** – Customs Invoice **C&T** - Customs & Traffic **AWB** – Air Waybill
 *Shipments containing dry ice with non-hazardous sample do not require SDDG and AWB restrictions apply. Contact C&T



Appendix 3

DANGEROUS GOODS/CUSTOMS INVOICE REQUEST FORM P. 1 of 2
TO 905-529-0433)

(FAX REQUEST

1. DANGEROUS GOODS are articles or substances that are capable of posing a risk to HEALTH, LIFE, PROPERTY and/or the ENVIRONMENT when transported as defined under TDG REGULATIONS.
2. MSDS MUST be provided to our office by SHIPPER – MSDS SOURCES:

<http://ccinfoweb.ccohs.ca/>
[www.mcmaster.ca/riskmanagement/
 contact manufacturer](http://www.mcmaster.ca/riskmanagement/contact%20manufacturer)
www.atcc.org/

3. Whenever possible, please allow 3 WORKING DAYS (5 WORKING DAYS FOR DANGEROUS GOODS SHIPMENTS) from date of request for preparation of documentation.
4. Only McMaster University employees KNOWLEDGEABLE in the goods which are being offered for transport are permitted to complete and sign off on the form listed below.
5. All dangerous goods shipments MUST be inspected by the Customs and Traffic office PRIOR to transport.
6. Refer to “Decision to ship Goods” flow chart attached.

.....
SECTION A Purpose: Shipping DANGEROUS GOODS ONLY

Date: _____ Anticipated Ship Date: _____

Does shipment contain CHEMICALS _____ BIOLOGICALS _____ or BOTH? _____ (CHECK ONE)

Does shipment contain EQUIPMENT which has been in contact with CHEMICALS / BIOLOGICALS? _____?

Is there an MSDS for this sample? _____ NO _____ YES

i) If NO, LIST CHEMICAL PROPERTIES _____

ii) If NO, to the BEST OF YOUR KNOWLEDGE, IS THIS SAMPLE CONSIDERED A DANGEROUS GOOD? _____

Proper SHIPPING NAME/ TECHNICAL NAME _____

Type of PRIMARY VESSEL _____ Type of PRIMARY VESSEL CLOSURE _____

For LIQUIDS, % of ULLAGE (Quantity by which a container falls short of being full) _____

Type of ABSORBENT PACKING _____ Type of OUTER PACKAGING _____

TEMPERATURE CONTROL required? _____ If YES, explain _____

IMPORT/EXPORT PERMITS required? None _____
 Canadian Food Inspection Agency (Plant/Animal Diseases) _____
 Health & Welfare Canada (Human Diseases) _____
 Controlled Drugs _____
 Radioactive (Contact HEALTH PHYSICS EXT 24226)

(SHIPPER is responsible for obtaining appropriate permits and MUST provide a COPY OF THE PERMIT(S) ALONG WITH THIS REQUEST.)

“I DECLARE THAT THE ABOVE INFORMATION IS ACCURATE AND I ACCEPT FULL RESPONSIBILITY FOR THE INFORMATION PROVIDED.” (Signature MUST be of the RESEARCHER/TECHNICIAN)

NAME (please print) _____ SIGNATURE _____

TITLE OF SIGNATORY _____ DATE _____



**SECTION B Purpose: 1. for shipping DANGEROUS GOODS or
2. For shipping NON-DANGEROUS GOODS to the USA or INTERNATIONALLY**

NOTE: If this shipment includes **research materials**, please contact **Research Contracts** at ext. **22416** where applicable to ensure that an appropriate Material **Transfer Agreement (MTA)** is in place prior to submitting this request. **Host Institution's** shipping and receiving department must receive a copy of this form from their McMaster University affiliate and fax a copy of this completed form to the Customs & Traffic office at 905-529-0433 in order to process shipment.

DATE: _____ ANTICIPATED SHIP DATE: _____

SHIPPER: (PLEASE PRINT)

RECEIVER: (PLEASE PRINT)

Name: _____ Company Name: _____

Department: _____ Attn: _____

Bldg/Room #: _____ Bldg/Room #: _____

Address: _____ Address: _____

Phone: _____ Ext: _____ Phone: _____

Fax: _____ E-mail: _____

RESEARCH/DEPT. ACCT#: _____ E-mail: _____

PREFERRED COURIER: _____

IF COLLECT, COURIER ACCT#: _____

DETAILED DESCRIPTION OF GOODS: * (INCLUDE MODEL #, SERIAL #, ETC.) ACCEPTABLE)	QUANTITY/ VOLUME	VALUE & CURRENCY (\$0 OR "NIL" NOT)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

*List ingredients in any buffers, solutions, fixatives, media, etc.

*Diagnostic Specimens are any human or animal material including, but not limited to, secret, excreta, blood and its components, tissue and tissue fluids, being shipped for purposes of diagnosis, but excluding live infected animals. (Contact Customs & Traffic for details.)

Repair or Return? _____ Warranty? _____ Reason for Return: _____

Date of Purchase: _____ Original P.O. #: _____ Country of Manufacture: _____

Number of Packages: _____ Weight (kg): _____

Dry Ice(# of kg): _____ Wet Ice: _____ Keep Frozen: _____ Room Temperature: _____

Additional Comments: _____