

SSRL/LCLS User Shipping Request Form

(Hazardous Material)

Will this be shipped to a location outside of the U.S.? Yes No

If yes, user must complete Power of Attorney and certify concurrence with terms and conditions.

Have you confirmed with Cathy Knotts or Lisa Dunn that this has been completed?

- It can take several days to process shipping requests through SLAC. Missing or insufficient information will delay shipments further. **Please include SDS for your hazardous item(s).**
- HAZARDOUS MATERIALS MUST BE DECLARED AND MUST BE APPROVED BY ES&H REPRESENTATIVE (see reverse side of form).

Your Name: _____ Date: _____

Phone: _____ E-mail: _____

Spokesperson/PI: _____ Proposal #: _____

Ship to (if being shipped to an intermediary, list all recipients):

Recipient Name: _____ Phone: _____

Institution: _____

Address: _____

Address: _____

City: _____ State/Province: _____

Zip: _____ Country: _____

Intermediary Name: _____ Phone: _____

Ship Via:

Federal Express

Overnight

Economy (2-day)

UPS

Next-day Air

Regular Air (3 days)

Ground (5-6 working days)

Other: _____

Method of Payment:

Carrier Account: _____ (preferred method)

SSRL/LCLS User Financial Account Number:

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*Shipment Must Arrive By: _____

**Insurance: None

Declare: _____

*Date is looked at by SLAC Shipping & Receiving to determine best shipping method

**For international shipments, a declared value is required

User Shipping Form Attachment

1. Before completing Declaration Information below, contact Tina Gee B120-211 (x. 6283) or Matt Padilla, B120-218 (x. 3861) to provide the following information:
 - a. Type of hazardous material(s) to be shipped.
 - b. Type(s) of containers(s) the hazardous material(s) are placed in.
 - c. How did the hazardous material(s) generate at SSRL?
 - d. Do you have or can you supply the Safety Data Sheets (SDS) for this material?
 - e. Will SSRL need to purchase and/or supply proper shipping container(s) for this shipment?
 - f. Who will be the contact person should a matter arise concerning this shipment?
 - g. How will we be able to contact this person?
2. Hazardous material declared MUST have corresponding description on the SDS.
3. After review by Tina Gee or Matt Padilla, make photocopy and attach one copy to the corresponding shipping container. Retain second copy for your records.
4. Place shipping container with corresponding shipping form in B120 shipping area located outside of RM 103/104.

Hazardous Material(s) Declaration

I request for the following material to be shipped from SLAC to the address listed on the front side of this form. This shipment and the declaration provided shall be subject for review by Tina Gee or Matthew Padilla.

Item	Name of Material	Describe Packaging	Weight
1			
2			
3			
4			
5			
6			

Check here to indicate additional hazard material form(s) SDS are attached.

This form is complete and reviewed accordingly. Information provided is accurate and the proper SDS for the shipment is attached. Should there be any questions/concerns regarding this shipment, please contact:

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Hazardous Material Declaration reviewed by: _____

Signature: _____ Date: _____

ES&H Representative: _____ Date: _____