

SSRL User Shipping Request Form

[NON-HAZARDOUS MATERIALS]

Shipment is free of hazardous materials such as Liquid Nitrogen and Dry Ice.

** If shipping out of US, fill out INTERNATIONAL SHIPMENT form.

Contact Information:

Your Name: _____

Date: _____

Phone Number: _____

Email: _____

Spokesperson/PI: _____

Proposal #: _____

Shipping Information:

If being shipped to an intermediary, list all recipients:

Recipients Name: _____

Phone Number: _____

Company/Institution: _____

Address: _____

Address 2: _____

City: _____

State: _____

Zip code: _____

Country: _____

Intermediary: _____

Phone Number: _____

Shipping:

Federal Express (FedEx) Account Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Overnight

Economy (2-Day)

UPS Account Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Next-day Air

Regular Air (3-Day)

Ground (5-6 business days)

Payment Method:

Carrier Account

Pre-Paid

SSRL User Financial Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Insurance: Yes

No

Declare: \$0

\$_____

Preferred shipment arrival date: _____

** Fill out reverse side**

**It can take several days to process shipment requests through SLAC. Missing or insufficient information will delay shipments further.

Shipper Details:

- Reminder: Shipment must not contain hazardous materials such as liquid nitrogen and dry ice.

	Item (detailed description including manufacturer, model #, serial #, etc.)	Qty	Required for all chemical materials (protein/solvents/etc.)	
			Individual package qty (g/kg)	Total qty (g/kg)
Ex.	10 plastic vials of NaCl contained in 2 glass mason jars with 5 vials in each jar.	10	1g	10 g
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Package weight (lbs): _____ Size/dimensions: _____ Reason for Shipment: _____

Place item(s) to be shipped in the shipping area located outside room 104/103. Attach this form to your shipment and alert SSRL Safety Office of your shipment needs. Should there be any questions/concerns regarding this shipment, SSRL Safety Office will reach out to the individual who filled out this form.

SLAC Shipping & Receiving may open or repack poorly packed domestic shipments as well. If you DO NOT want Shipping & Receiving to open your box, write: DO NOT OPEN per (your name) instructions on the box.

This form is complete and reviewed accordingly. Information provided is accurate.

Signature: _____ Date: _____

**It can take several days to process shipment requests through SLAC. Missing or insufficient information will delay shipments further.